

## Technology or equipment sponsorship letter

Date

Name

Organization

Street

City, State ZIP

Dear Company Name,

It's time for our annual [event type], and we need your help! On [date], we have [estimated number of attendees] coming to support our cause. This event is near and dear to our hearts and allows us to raise money for [cause].

To execute this event successfully, we need [type of technology or equipment]. We know this is your company's specialty, so we wanted to reach out and see if you'd be willing to lend your equipment and expertise.

For helping us so generously, we'll promote your company in all event marketing materials as a top sponsor. If you're interested in sponsoring [Event Name], please contact us at [contact information]. Thank you for your consideration!

Sincerely, [or With warm regards,]

Signature of a leader in the organization

Typed name of organizational leader