Dear Mr. Peter;

On December 23, our organization will be holding a Christmas Bonanza for the residents of our city. The event will be highlighted by raffle draws winning the lucky winner a top of the line sports utility vehicle. The event will need sponsors to shoulder the promotional and price award expenses.

It is for this reason that I am writing to you to become one of the sponsors in this wonderful event. Our organization will be glad to accept you company’s sponsorship in any amount that you could offer.

In return to your valuable support, you will be given a privilege as a sponsor to post your company streamers advertising your products and a booth to display your product.

I am hoping for your positive response on this matter and hope that you will be able to take part in this meaningful event.

Truly yours,

Mr. Steve Daly