

Conference Sponsorship Request Email

Subject: Sponsorship Opportunity: [Conference Name] 2025

Dear [Sponsor Name],

I am reaching out to invite [Company Name] to sponsor [Conference Name], the premier industry gathering for [field/industry], taking place [dates] at [venue/virtual platform].

Last year's conference attracted [number] professionals from [number] countries, including [types of attendees: CEOs, decision-makers, industry leaders, etc.]. This year, we expect even greater attendance with our expanded programming on [relevant topics].

Sponsorship packages include:

Gold Level (\$[amount]):

- Keynote speaking slot
- Premium booth location
- Logo on all conference materials
- Full-page ad in conference program
- 10 complimentary registrations

Silver Level (\$[amount]):

- Exhibition booth
- Logo on website and signage
- Half-page ad in program
- 5 complimentary registrations

Bronze Level (\$[amount]):

- Logo recognition
- Company listing in program
- 2 complimentary registrations

This is an unparalleled opportunity to showcase [Company Name]'s thought leadership, connect with potential clients, and strengthen your brand presence in the [industry] sector.

I have attached our comprehensive sponsorship prospectus. I would love to discuss how we can tailor a package that meets your specific marketing objectives.

Are you available for a call next week?

Best regards,

[Your Name]

[Title]

[Conference Organization]

[Contact Information]

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