[Mention the date]

[Mention the name of the recipient]

[Mention the name of the recipient's corporation or organization]

[Mention the address of the recipient's corporation or organization]

Sub: Sponsorship invitation letter

Dear [mention the name of the recipient],

My name is [mention your full name] and I am the current principal of [mention the name of the educational institution]. Like most people in [mention the name of your city], I too am a huge fan of yours and an ardent follower of your achievements, work ethic, and professionalism.

You are without any doubt, the most responsible, dedicated, and diligent man or woman in our entire city. From kids to adults, each and every person has seen how much effort you have put to take [mention the name of his or her corporation] to the leading position today. Within just [mention the time period], you have managed to beat most of your rival companies.

I am sure that you being a former student of [mention the name of your educational institution] will be able to help me, as I would like to invite you to sponsor a major event that the school has decided to host on [mention the date] at [mention the full location]. With the help of this event, not only our school will be able to make a greater name in the country, but you will also be able to increase the popularity of your [mention the name of their brand] through it.

Also, by donating [mention the amount] for us, you would be able to help facilitate our students with a greater learning environment, as we will be able to incorporate the latest technologies into the educational methods. As a token of appreciation, we would also like to present you with [mention the gift name] on that day, so if you come as our chief guest then all of us will be extremely happy.

We are looking forward to your accepting this sponsorship invitation. It will be no less than an honor to have you here with us.

Sincerely,

[mention your full name]

[mention your designation, institution]