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# Proposal Letter For Sports Event

**John Doe**

**Event Coordinator**

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Falcon High School

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(555) 123-4567

September 20, 2024

Ms. Jane Smith

Community Relations Manager

Global Sports Gear

456 Community Road

Springfield, IL, 62705

Dear Ms. Smith,

I hope this letter finds you well. I am John Doe, the Event Coordinator at Falcon High School, reaching out to you with a proposal that promises to bring excitement, community spirit, and a showcase of talent to our school. We are planning to host our Annual Sports Day on October 15, 2024, at our school sports complex, and we would be honored to have Global Sports Gear join us as a sponsor and partner for this event.

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### **Event Overview:**

The Falcon High School Annual Sports Day is a celebrated tradition that brings together students from all grades to participate in a variety of athletic competitions, ranging from track and field events to team sports like soccer and basketball. This year, we anticipate over 500 student athletes will participate, with an expected audience of around 800 spectators, including students, faculty, family members, and members of the local community.

### **Sponsorship Opportunity:**

By partnering with Falcon High School for this event, Global Sports Gear will have the opportunity to increase brand visibility among a large and engaged community audience. Your participation can include branding on event materials, announcements during the event, and the opportunity to set up a promotional booth or display.

### **Budget and Needs:**

Our estimated budget for the event is \$10,000, covering equipment, safety measures, awards, and refreshments. We are seeking a sponsorship of \$5,000 to help cover these costs. In return, we offer prominent branding opportunities for Global Sports Gear throughout the event.

### **Conclusion:**

The Falcon High School Annual Sports Day is not just about competition; it's a day of unity, health, and fun. It offers an ideal platform for Global Sports Gear to demonstrate community support and engagement. We are excited about the possibility of partnering with you and would be happy to discuss this proposal further at your convenience.

Thank you for considering our proposal. We look forward to the opportunity to collaborate with Global Sports Gear to make the Falcon High School Annual Sports Day a memorable event for our students and the community.

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Warm regards,

John Doe

Event Coordinator

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