

# Hospitality Sponsorship Application for Charity Gala

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Sponsor's Name]

[Sponsor's Position]

[Sponsor's Organization]

[Sponsor's Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization], a nonprofit organization dedicated to [briefly describe the mission of your organization]. We are excited to announce our upcoming Charity Gala scheduled for [date] at [venue]. This event aims to raise funds to support [describe the cause or project].

We are seeking a hospitality sponsor to partner with us for this event. As a respected leader in the community, your support would play a vital role in enhancing the experience of our attendees while aligning your brand with a meaningful cause.

In return for your generous sponsorship, we offer several promotional opportunities, including:

- Logo placement on event materials and website
- Recognition during the event
- Complimentary tickets for your staff
- Engagement with our attendees through on-site branding

We would be honored to have [Sponsor's Organization] as a hospitality sponsor at our Charity Gala. Your contribution will help us make a positive impact on the community and support [mention specific benefits the sponsorship will provide].

Please feel free to reach out to me at [your phone number] or [your email address] to discuss this opportunity further. Thank you for considering this partnership, and I look forward to the possibility of working together to make this event a success.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]