

Gala Dinner Patronage Request

[Date]

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to extend a warm invitation for you to become a patron of our upcoming Gala Dinner, scheduled to take place on [Date] at [Venue Name]. This prestigious event aims to [briefly state the purpose of the gala dinner].

Your generous support as a patron will not only enhance the success of this event but will also significantly contribute to [mention the cause or project the funds will support]. We anticipate that this gathering will attract [mention notable attendees or audience], providing an excellent platform for networking and community engagement.

We would be honored to feature your organization's name as a key patron in our promotional materials, and announce your involvement during the event. Please find enclosed the details regarding sponsorship levels and the benefits associated with each.

We would love to discuss this opportunity with you at your earliest convenience. Please let us know if you are available for a brief meeting or call in the coming weeks.

Thank you for considering our request. Your support would mean a great deal to us and [the community or specific group you are supporting].

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Title]

[Organization Name]