

Letter of Sponsorship Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Sponsor's Name]

[Sponsor's Title]

[Sponsor's Company Name]

[Company's Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

I hope this letter finds you in great spirits. I am reaching out on behalf of [Your Organization's Name], a non-profit organization dedicated to [brief description of your organization's mission].

We are excited to announce our upcoming Charity Gala, which will take place on [date] at [venue]. This event aims to [state the purpose of the gala and its impact]. We anticipate a gathering of [number] attendees, including community leaders, local businesses, and philanthropists.

We cordially invite [Sponsor's Company Name] to become a sponsor for this special event. Your support will play a pivotal role in making this event a success and will contribute to [mention what the sponsorship will help achieve].

We offer several sponsorship packages, and we would be thrilled to discuss how your involvement can align with your company's goals while enhancing our community. Attached, you will find a detailed proposal outlining the sponsorship opportunities available.

Thank you for considering this opportunity to make a difference. I look forward to the possibility of partnering with you for this meaningful cause.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]