

Dear [Sponsor's Name],

We hope this message finds you well. We want to extend our heartfelt gratitude for your support of the [Event Name] over the past [duration]. Your sponsorship has made a significant impact on our mission to [briefly state the mission].

After careful consideration, we regret to inform you that we will be discontinuing the [Event Name] moving forward. This decision was not made lightly, and it comes as part of our commitment to reassess our initiatives to better serve our community.

We truly appreciate your partnership and support during this time, and we hope to explore new opportunities to collaborate in the future.

If you have any questions or would like to discuss this further, please do not hesitate to reach out.

Thank you once again for your generosity and understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]