

Reminder: Upcoming Charity Event!

Dear [Business Name],

We are reaching out to remind you about our upcoming charity event, **[Event Name]**, taking place on **[Date]** at **[Venue]**. The event aims to raise funds for **[Cause/Event Purpose]** and your support would mean the world to us.

As a valued local business, your participation can make a significant impact. We invite you to contribute by **[describe how they can help: donate items, sponsor a booth, etc.]**.

We would love to have your support in making this event a success for our community. Please let us know if you can participate by **[RSVP Date]**.

Thank you for considering this opportunity to make a difference!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]