

Dear [Sponsor's Name],

We hope this message finds you well. As we approach our much-anticipated charity event, we want to remind you of your invaluable support and involvement in making this event a success.

Event Details:

- **Date:** [Event Date]
- **Time:** [Event Time]
- **Location:** [Event Location]

Your contribution has made a significant impact, and we are excited to showcase your brand during the event. Please confirm your attendance and any additional needs you may have.

Thank you for your continued support. Together, we can make a difference!

Sincerely,
[Your Name]
[Your Organization]
[Contact Information]