

# Subject: Sponsorship Request for Our Annual Charity Gala

[Your Name]  
[Your Position]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Sponsor's Name]  
[Sponsor's Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Sponsor's Name],

I hope this message finds you well. I am writing to you on behalf of [Organization Name], a non-profit organization dedicated to [brief description of your mission]. We are excited to announce our upcoming Annual Charity Gala, scheduled for [date], at [venue]. This event aims to raise funds to support [specific cause or project].

We would be honored to partner with [Company Name] as a sponsor for this event. Your support will help us make a significant impact in our community and align your brand with a meaningful cause. We are expecting an audience of over [number of attendees] influential guests and community leaders.

We offer several sponsorship levels to suit your organization's objectives:

- **Gold Sponsor: \$X,XXX** - Includes [benefits]
- **Silver Sponsor: \$X,XXX** - Includes [benefits]
- **Bronze Sponsor: \$X,XXX** - Includes [benefits]

We believe that this partnership will not only provide great exposure for [Company Name] but also showcase your commitment to corporate social responsibility. We would love to discuss this opportunity further and answer any questions you may have.

Thank you for considering this opportunity to support an important cause. I look forward to the possibility of working together to make a difference.

Sincerely,  
[Your Name]  
[Your Position]  
[Organization Name]