

Charity Event Sponsorship Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Organization's Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization], a dedicated non-profit organization committed to [briefly describe your organization's mission]. We are excited to announce our upcoming charity event, [Event Name], which will take place on [Event Date] at [Event Venue]. This event aims to [briefly describe the purpose of the event and its beneficiaries].

To make this event a success, we are seeking the support of local businesses and organizations through sponsorship. We would be honored to have [Recipient Organization] as a sponsor. As a sponsor, you will not only contribute to a worthy cause but will also gain visibility and recognition within the community. We anticipate an attendance of [Estimated Attendance] local residents and businesses.

We offer various sponsorship levels, including:

- Gold Sponsor: [\$Amount] - Includes [Benefits]
- Silver Sponsor: [\$Amount] - Includes [Benefits]
- Bronze Sponsor: [\$Amount] - Includes [Benefits]

Your support will make a significant difference in the lives of those we aim to help. Please find enclosed our sponsorship proposal that outlines the event details and sponsorship opportunities.

We would love the opportunity to discuss this further and explore how we can partner for this meaningful event. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering our request. We look forward to the possibility of working together to make a positive impact in our community.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]