

[Your Organization Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Business Name]

[Business Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to invite [Business Name] to support our upcoming charity walk, [Event Name], which will take place on [Date] at [Location]. This event will raise funds for [Charity/Cause]. We anticipate over [number] participants and hope to raise [amount] for [cause].

As a valued member of our community, your sponsorship would not only assist us in our efforts but also demonstrate your commitment to supporting local causes. We offer various sponsorship levels, which are detailed below:

- Gold Sponsor: \$[Amount] - Logo on event materials, promotional recognition
- Silver Sponsor: \$[Amount] - Logo on T-shirts and banners
- Bronze Sponsor: \$[Amount] - Mention in press releases and social media

We would love to partner with you to make this event a success. Please let us know if you have any questions or if you are interested in becoming a sponsor. Thank you for considering our request. Together, we can make a positive impact on our community.

Warm regards,

[Your Name]

[Your Title]

[Your Organization Name]