

Subject: Partnership Request for Gala Sponsorship

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing on behalf of [Your Organization Name], a [brief description of your organization], to invite [Company/Organization Name] to partner with us as a sponsor for our upcoming gala event, [Event Name], taking place on [Event Date] at [Event Venue].

This year's gala will focus on [describe the theme or purpose of the event], and we are expecting an audience of [number of attendees] influential community leaders, philanthropists, and business professionals. As a valued partner, we believe that your support could significantly enhance the event and help us achieve our goals.

We are seeking sponsorship at various levels, which include [briefly list the sponsorship levels and benefits, e.g., Platinum, Gold, Silver, etc.]. Each sponsorship package offers unique promotional opportunities, including [list any promotional benefits, e.g., logo placement, event tickets, etc.].

Your partnership would not only support our mission to [briefly state your mission], but it would also showcase [Company/Organization Name]'s commitment to [mention any alignment with their values or mission].

We would love the opportunity to discuss this partnership further and explore how we can align our goals for mutual benefit. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address]. I look forward to the possibility of collaborating with you for this exciting event.

Thank you for considering our request. I hope to hear from you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Organization Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]