

Letter of Sponsorship Opportunity for Charity Gala

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to invite you to become a valued sponsor for our upcoming Charity Gala, taking place on [Event Date] at [Event Location]. This event aims to raise funds for [Cause/Beneficiary], and we believe your support could make a significant impact.

By becoming a sponsor, your organization will not only gain valuable exposure, but you will also play a vital role in supporting our mission. We have several sponsorship levels available, each offering unique benefits, including:

- Featured logo placement on event materials
- Recognition during the event
- Complimentary tickets to the gala
- Social media shout-outs leading up to the event

We would be honored to partner with [Recipient's Organization] and showcase your commitment to [relevant cause/community]. Attached you will find a detailed sponsorship proposal outlining the various levels and associated benefits.

Thank you for considering this opportunity to make a difference. I would love to discuss this with you further and explore how we can collaborate effectively. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Looking forward to the possibility of working together.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]