

# Dear [Sponsor's Name],

I hope this message finds you well. We are thrilled to announce our upcoming Charity Gala, [Event Name], taking place on [Event Date] at [Venue Name].

This year, we aim to raise funds and awareness for [Cause/Charity Name]. With your support, we can make a significant impact in our community and beyond.

We would like to invite you to be a sponsor of this prestigious event. Your sponsorship can help cover the event costs and enhance the overall experience for our guests while showcasing your commitment to community and social responsibility.

## Sponsorship Levels:

- **Gold Sponsor:** \$10,000
- **Silver Sponsor:** \$5,000
- **Bronze Sponsor:** \$2,500

As a sponsor, you will receive various benefits including:

- Recognition in event materials
- Complimentary tickets to the gala
- Opportunity to showcase your brand during the event

We would be honored to have your support and partnership as we work towards a greater cause. Please feel free to contact me at [Your Phone Number] or [Your Email] if you have any questions or need further information.

Thank you for considering this sponsorship opportunity. Together, we can make a difference!

Sincerely,  
[Your Name]  
[Your Title]  
[Charity Name]  
[Contact Information]