

Request for Support: Annual Charity Gala

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are excited to announce our upcoming Annual Charity Gala, scheduled for [insert date], at [insert venue]. This event aims to raise funds for [briefly explain the cause or charity], and we are seeking the support of esteemed corporate sponsors like [Recipient Company].

Your partnership will play a critical role in helping us achieve our fundraising goals and making a lasting impact in our community. We would be honored to have [Recipient Company] as one of our key sponsors, and we offer several sponsorship levels with various benefits, including [list a few benefits, e.g., logo placement, complimentary tickets, etc.].

Enclosed, you will find a sponsorship proposal detailing our gala and the various opportunities available for your company. We hope you will consider joining us in this noble effort.

Thank you for considering our request. We would be delighted to discuss this further and answer any questions you may have. Please feel free to contact me directly at [your phone number] or [your email].

We sincerely hope to partner with [Recipient Company] for this event and look forward to your positive response.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]