

Letter of Sponsorship Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to you on behalf of [Your Organization], a charity dedicated to [brief description of your organization's mission]. We are excited to announce our upcoming annual gala event, [Event Name], scheduled for [Event Date] at [Event Venue].

This year, our gala aims to [briefly describe the purpose of the event, such as raising funds, awareness, etc.]. We anticipate attracting [number] attendees, including community leaders, philanthropists, and local business owners.

We would like to invite [Recipient's Organization] to partner with us as a sponsor for this significant event. Your support would not only help us achieve our goals but also provide you with a unique opportunity to promote your brand to a prominent audience within our community.

We offer various sponsorship levels, providing benefits such as [list specific benefits, e.g., logo visibility, promotional materials, complimentary tickets]. Enclosed, you will find a detailed sponsorship proposal for your review.

We would be honored to have [Recipient's Organization] join us as we work to make a difference in our community. I would love to discuss this opportunity further and look forward to your response.

Thank you for considering this invitation. Together, we can [commitment or goal related to the event].

Sincerely,

[Your Name]
[Your Position]
[Your Organization]