

# Charitable Trust Event Sponsorship Inquiry

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name] and I am [Your Position] at [Your Organization]. We are excited to be organizing our upcoming event, [Event Name], which will take place on [Event Date] at [Event Location]. This event aims to [briefly describe the purpose of the event and the cause it supports].

We are reaching out to explore the possibility of [Company/Organization Name] becoming a sponsor for this meaningful event. Your support would not only help us achieve our goals but also provide an opportunity for [Company/Organization Name] to showcase its commitment to social responsibility and community engagement.

We offer various sponsorship levels, which include [briefly outline different sponsorship levels and their benefits]. We would love to partner with you to make this event a success and create a lasting impact in our community.

We would be grateful for the opportunity to discuss this sponsorship in further detail and answer any questions you may have. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering our request. We look forward to the possibility of working together to support a worthy cause.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Phone Number]

[Your Email Address]