

Letter of Request for Charity Event Sponsorship

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to invite [Company Name] to become a valued sponsor for our upcoming charity event, [Event Name], which will be held on [Event Date] at [Event Location]. This event aims to [briefly describe the purpose of the event and the cause it supports].

Sponsorship Tiers

- **Platinum Sponsor - \$10,000**
 - 10 VIP tickets
 - Prominent logo display on all marketing materials
 - Feature in press releases
 - Table at the event and opportunity to address attendees
- **Gold Sponsor - \$5,000**
 - 6 VIP tickets
 - Logo display on select marketing materials
 - Recognition in the event program
- **Silver Sponsor - \$2,500**
 - 4 VIP tickets
 - Logo display on event website
- **Bronze Sponsor - \$1,000**
 - 2 VIP tickets
 - Recognition in the event program

We hope you will consider partnering with us as a sponsor for this meaningful event. Your support will make a significant impact in helping us achieve our goals and will be greatly appreciated by the community we serve.

Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] for any further information or to discuss the sponsorship opportunities in more detail.

Thank you for your consideration. We look forward to the possibility of collaborating with [Company Name] to create a successful and impactful event.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]