

Letter of Sponsorship Inquiry

Date: [Insert Date]

[Your Name]
[Your Title]
[Nonprofit Organization Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Sponsor's Name]
[Sponsor's Title]
[Company Name]
[Company Address Line 1]
[Company Address Line 2]
[City, State, Zip Code]

Dear [Sponsor's Name],

I hope this letter finds you well. I am writing on behalf of [Nonprofit Organization Name] to invite [Company Name] to be a sponsor for our upcoming gala event, [Event Name], which will take place on [Event Date] at [Event Location]. This event aims to [briefly state the purpose of the event] and support [describe beneficiaries or cause].

As a valued member of the community, your partnership would not only enhance the success of our gala but also provide your company with an excellent opportunity for visibility and engagement with our audience of [describe audience]. We have various sponsorship levels available, and we would love to discuss how [Company Name] can be highlighted during the event.

We are eager to collaborate with [Company Name] and would appreciate the chance to discuss this further. I will follow up with you on [insert date], but please feel free to reach out to me directly at [your phone number] or [your email] at your convenience.

Thank you for considering this opportunity to support [cause/beneficiary]. We look forward to the possibility of partnering with you for this impactful event.

Sincerely,

[Your Name]
[Your Title]
[Nonprofit Organization Name]