

# Engagement Letter for Charity Event Sponsorship

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Foundation Name]

[Foundation Contact Person]

[Foundation Address]

[City, State, Zip Code]

## Dear [Foundation Contact Person],

We are excited to announce that we will be hosting our annual charity event, [Event Name], on [Event Date] at [Event Location]. This event aims to raise funds for [Cause/Project Details], and we would be honored to have [Foundation Name] as a sponsor.

Your foundation's commitment to [specific philanthropic goals or previous efforts related to the cause] aligns perfectly with our mission. As a sponsor, you will play a crucial role in [explain how the sponsorship will impact the event or cause]. We are seeking sponsors at various levels and would love to discuss how we can collaborate.

In return for your generous support, we will offer [mention sponsorship benefits such as logo placement, promotional opportunities, etc.]. Your contribution will not only make a significant difference but will also showcase your foundation's commitment to [community impact, specific goals, etc.].

We hope to arrange a meeting to discuss this partnership further. Please feel free to reach me at [Your Phone Number] or [Your Email Address].

Thank you for considering this opportunity to partner with us for a noble cause. We look forward to the possibility of working together.

**Sincerely,**

[Your Name]

[Your Title]

[Your Organization]