

Dear [Sponsor's Name],

I hope this message finds you well. I wanted to take a moment to follow up regarding our recent discussion about your generous sponsorship commitment for our upcoming charity event, [Event Name], scheduled for [Event Date].

As we draw closer to the event, we are excited to share updates and progress on our initiatives. Your support plays a vital role in making this event a success, and we truly appreciate your partnership.

Please let us know if you require any additional information or have any questions regarding your sponsorship. We look forward to collaborating closely and ensuring that your brand receives the visibility it deserves during the event.

Thank you once again for your commitment to our cause. We are grateful for your support and excited to make a difference together.

Best regards,

[Your Name]

[Your Position]

[Charity Organization Name]

[Contact Information]