

# Letter of Introduction for Corporate Sponsorship

[Date]

[Your Name]

[Your Title]

[Charitable Foundation Name]

[Foundation Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Title] at [Charitable Foundation Name]. We are dedicated to [briefly describe mission or purpose of the foundation]. Over the years, we have successfully [mention any notable achievements or programs].

As we prepare for our upcoming initiative [mention initiative or event], we are seeking corporate partners to help amplify our impact. We believe that [Company Name] aligns perfectly with our vision, and together we can create a lasting change in our community.

We would like to explore the possibility of [describe potential sponsorship or partnership opportunities]. We believe that your involvement would not only benefit the foundation but also enhance [Company Name]'s corporate social responsibility efforts and visibility in the community.

I would be delighted to discuss this opportunity with you in more detail and explore how we can work together for a greater cause. Please feel free to contact me at [Phone Number] or [Email Address]. I look forward to the possibility of collaborating with [Company Name] to make a meaningful difference.

Thank you for considering this opportunity, and I hope to hear from you soon.

Sincerely,

[Your Name]

[Your Title]

[Charitable Foundation Name]