

# Community Engagement Request

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Address]

Dear [Recipient Name],

We hope this letter finds you well. We are [Your Charity Name], a nonprofit organization dedicated to promoting arts and culture in our community through various programs and initiatives.

As part of our ongoing efforts to engage with the community, we would like to request your support in our upcoming event, [Event Name], scheduled for [Event Date]. This event aims to [brief description of the event purpose and goals].

Your involvement would not only benefit our organization but also enhance community spirit and appreciation for the arts. We are keen to attract a diverse audience and believe your participation would significantly contribute to this objective.

We would be grateful if you could [specific request - e.g., provide a sponsorship, partner with us, promote the event, etc.]. In return, we offer [offer benefits like promotional opportunities, recognition, etc.].

Thank you for considering our request. We would love the opportunity to discuss this further and explore how we can collaborate effectively. Please feel free to reach out to us at [Your Phone Number] or [Your Email Address].

Warm regards,

[Your Name]

[Your Position]

[Your Charity Name]

[Your Charity Address]

[Your Charity Phone Number]

[Your Charity Email Address]