

# [Your Organization's Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

## [Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

## Dear [Recipient's Name],

I hope this letter finds you well. I am writing on behalf of [Your Organization's Name], a non-profit organization dedicated to [briefly describe your mission or purpose]. We are excited to announce our upcoming charity event, [Event Name], which will take place on [Event Date] at [Event Location]. This event aims to [describe the purpose of the event, e.g., raise funds, awareness, etc.].

We are seeking sponsorship to help make this event a success. Your support would not only be invaluable to us but also demonstrate your commitment to our community and its well-being. We are looking for sponsorship levels that offer various benefits, including [list potential benefits, e.g., logo placement, publicity, etc.].

We would be honored to have [Company's Name] as a sponsor for this meaningful event. I have attached a sponsorship proposal with more details on the event and the sponsorship opportunities available.

Thank you for considering our request. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or if you would like to discuss sponsorship opportunities further.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]