

Request for Corporate Contributions

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization] as we are preparing for our annual Charity Ball, scheduled to take place on [Event Date] at [Venue Location]. This event is a key initiative in our efforts to support [Briefly Describe the Cause or Purpose].

We are reaching out to request your support through corporate contributions which would greatly assist us in achieving our goals. Your generous donation will not only enhance the success of the event but also demonstrate [Recipient's Company] commitment to community involvement.

We would be grateful for any contributions, including [List Specific Needs, e.g., sponsorship, product donations, etc.]. In return, we would be pleased to recognize your company as a valued partner in this noble cause by including your logo in our promotional materials and acknowledging your support during the event.

If you would like to discuss this opportunity further, please feel free to contact me at [Your Phone Number] or [Your Email]. We genuinely appreciate your consideration and hope to partner with [Recipient's Company] for our Charity Ball.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]