

Request for Promotional Items

Dear [Donor's Name],

I hope this message finds you well. As we prepare for our upcoming Charity Gala on [Date], we are reaching out to seek your generous support in providing promotional items for our event.

The gala, which will be held at [Venue], aims to raise funds for [Charity Cause/Organization]. Your contribution of [specific items, e.g., branded merchandise, gift certificates, etc.] would greatly enhance the experience for our attendees while promoting your brand.

We expect over [number] guests, including community leaders and influential members of the public. In return for your support, we would be thrilled to recognize your contributions through various promotional channels, including our event program, social media, and press releases.

Thank you for considering our request. We look forward to the possibility of partnering with you to make this event a great success.

Warm regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]