

Dear [Sponsor's Name]

We are excited to announce our upcoming retail charity event, [Event Name], which will take place on [Event Date] at [Event Location]. This event aims to raise funds for [Charity Cause] while providing a unique shopping experience for our community.

Sponsorship Package Details

We invite you to become a vital part of this event by considering one of our sponsorship packages:

- **Platinum Sponsor - \$5,000**
 - Logo featured prominently on all event materials.
 - 5 booth spaces at the event.
 - Recognition during the opening and closing ceremonies.
- **Gold Sponsor - \$3,000**
 - Logo displayed on selected event materials.
 - 3 booth spaces at the event.
 - Social media shout-outs leading up to the event.
- **Silver Sponsor - \$1,000**
 - Logo included in the event program.
 - 1 booth space at the event.

Your support will make a significant difference in our efforts to [Briefly describe what the funds will support]. We believe that your partnership will not only enhance the event but also align with your commitment to community involvement.

If you are interested in becoming a sponsor or have any questions, please do not hesitate to contact us at [Your Contact Information]. We would love to discuss how we can work together to make [Event Name] a success!

Thank you for considering this opportunity to give back to our community.

Best Regards,

[Your Name]
[Your Position]
[Organization Name]
[Contact Information]