

# Dear [Donor's Name],

I hope this message finds you well. We are excited to announce our upcoming Charity Gala on [Date] at [Venue]. This event aims to raise funds for [Charity/Organization Name] to support [specific cause or project].

Your generous support has made a significant impact in the past, and we are reaching out to ask for your help once again. We would be grateful if you could consider making a donation to our gala. Your contribution will aid us in furthering our mission and reaching our goals.

In addition to donations, we welcome sponsorships that provide valuable exposure for your business. We hope you will consider being a part of this special evening.

If you have any questions or would like more information about the event, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your continued support. Together, we can make a difference!

Sincerely,

[Your Name]

[Your Title]

[Charity/Organization Name]

[Contact Information]