

# Request for Sponsorship

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip]  
[Your Email]  
[Your Phone Number]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing on behalf of [Your Organization] to invite you to be a sponsor for our upcoming fundraising gala to benefit [Children's Hospital Name], scheduled for [Event Date] at [Event Location]. This event aims to raise essential funds to support the children and families receiving care at our hospital.

As a valued member of our community, your sponsorship would play a vital role in the success of our event and help us achieve our fundraising goals. We are expecting over [number of attendees] attendees, including influential business leaders, community members, and healthcare professionals.

We would be grateful if you could consider one of the following sponsorship levels:

- Platinum Sponsor: [\$Amount] - Includes [details]
- Gold Sponsor: [\$Amount] - Includes [details]
- Silver Sponsor: [\$Amount] - Includes [details]

Your support will not only enhance the event experience but also demonstrate your commitment to the health and well-being of children in our community.

Please feel free to contact me at [Your Phone Number] or [Your Email] if you have any questions or require further information. Thank you for considering this opportunity to make a difference in the lives of children and families.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]