

Sponsorship Request for Charity Event

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to you on behalf of [Organization Name], a non-profit organization dedicated to [brief description of your organization's mission and activities]. We are excited to announce our upcoming charity event, [Event Name], which will take place on [Event Date] at [Event Location]. The event aims to [describe the purpose of the event and how the funds will be used].

To make this event a success, we are seeking sponsorship support from [Company/Organization Name]. Your contribution will help us [explain how their support will impact the event or the cause]. In return, we would be happy to offer [describe benefits for the sponsor, such as advertising opportunities, recognition in event materials, etc.].

We would be grateful for the opportunity to discuss this sponsorship further and explore how we can create a meaningful partnership. I will follow up with you on [provide a specific date or time] to see if we can set up a meeting. Thank you for considering our request for support.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]