

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip]

Dear [Recipient's Name],

I hope this letter finds you well. We are excited to announce our upcoming special event, [Event Name], which will take place on [Event Date] at [Event Location]. This event will be an incredible opportunity to bring together our community and support [specific cause or initiative].

As a valued supporter of [Your Organization], we would be honored to have you join us as a major gift prospect for this event. Your generous support would not only enhance the experience but also make a significant impact on our mission.

We would love to discuss this opportunity with you in more detail and explore how we can work together for [specific cause]. Please let me know a convenient time for a call or a meeting.

Thank you for considering this opportunity to make a difference. We look forward to your positive response.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]