

Hospital Event Sponsorship Application

Date: [Insert Date]

To: [Name of the Charitable Foundation]

Address: [Foundation Address]

City, State, Zip: [City, State, Zip]

Dear [Foundation Contact Name],

We hope this message finds you well. We are writing to formally request sponsorship for our upcoming event, [Event Name], which will be held on [Event Date] at [Event Location]. This event aims to [briefly describe the purpose of the event, e.g., raise funds for patient care, community health initiatives, etc.].

As a leading hospital in the community, [Hospital Name] is committed to providing high-quality healthcare services to our patients. With your support, we can enhance our efforts and make a significant impact on the lives of those we serve.

We are seeking sponsorship in the amount of [specific amount or range], which will help cover the costs of [list some key expenses, e.g., venue rental, promotional materials, etc.]. In return, we would be pleased to offer [describe the benefits to the sponsor, e.g., logo placement, recognition in event materials, etc.].

We believe that partnering with [Charitable Foundation Name] would not only benefit our event but also align with your mission of [briefly mention the foundation's mission or goals].

Thank you for considering our request. We look forward to the possibility of collaborating with you to make this event a success. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Title]

[Hospital Name]

[Hospital Address]

[City, State, Zip]