

Dear [Business Partner's Name],

I hope this message finds you well. I am reaching out to discuss an upcoming charity gala we are organizing on [Date] at [Location]. We would be honored to have your esteemed presence at this event.

As a valued partner, your support can make a significant impact. We would like to inquire about your availability to attend and contribute to this noble cause. The gala aims to [Briefly State Purpose of the Gala].

Could you please let us know your availability at your earliest convenience? We appreciate your consideration and look forward to the possibility of collaborating for this meaningful event.

Thank you for your time.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]