

Notification of Upcoming Charity Gala

Date: [Insert Date]

To: [Business Partner's Name]

From: [Your Name/Your Organization]

Dear [Business Partner's Name],

We are excited to announce that we will be hosting our Annual Charity Gala on [Insert Date] at [Insert Venue]. This year's event aims to raise funds for [insert cause/beneficiary], and we would love for you to join us in making a difference.

The evening will include dinner, live entertainment, and the opportunity to network with other esteemed guests. We believe your presence would significantly contribute to the success of this event.

Please mark your calendars and let us know if you can attend. We would be grateful for any support you could offer, whether by attending the gala or considering sponsorship opportunities.

Thank you for being such a valued partner, and we look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]