

Subject: Sponsorship Opportunity for Our Upcoming Fundraising Gala

Date: [Insert Date]

[Your Name]
[Your Position]
[Organization Name]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you on behalf of [Organization Name], where we are dedicated to [briefly describe the mission of your organization]. We are excited to announce our upcoming fundraising gala, scheduled for [insert date], at [insert location]. This event promises to be an extraordinary evening filled with [briefly describe event highlights].

We believe that [Company's Name] shares our commitment to [common values/interests], and we would be honored to have you as a sponsor for this event. Your generous support will help us achieve our fundraising goals, which will directly benefit [describe beneficiaries or projects].

As a sponsor, you will receive several benefits, including [list benefits, e.g., logo on promotional materials, recognition during the event, complimentary tickets]. We have various sponsorship levels available, which are detailed in the attached brochure.

We would be grateful for the opportunity to discuss this sponsorship further. I will follow up with you next week to see if we can arrange a convenient time to talk. Thank you for considering this opportunity to make a difference with us.

Sincerely,
[Your Name]
[Your Position]
[Organization Name]