

# Dear [Sponsor's Name],

I hope this message finds you well. I am reaching out to invite you to partner with us for our upcoming Annual Charity Gala, scheduled for [Date] at [Location]. This event is dedicated to [briefly describe the charity's mission and purpose].

This year, we anticipate more than [number] attendees, including community leaders, local businesses, and supporters committed to making a difference. Your support as a sponsor will help us achieve our fundraising goal of [amount] and further our work in [specific area of impact].

We offer various sponsorship levels, including:

- **Gold Sponsor:** \$[amount] - Full table and recognition on all promotional materials.
- **Silver Sponsor:** \$[amount] - Half table and logo inclusion in the event program.
- **Bronze Sponsor:** \$[amount] - Recognition in social media posts and event signage.

Enclosed is a detailed brochure outlining the sponsorship opportunities. We would be honored to have [Sponsor's Company Name] as a key partner in this important event. Together, we can make a lasting impact in our community.

Please feel free to contact me at [Your Phone Number] or [Your Email] to discuss this opportunity further. Thank you for considering our request. We truly appreciate your support!

Sincerely,

[Your Name]

[Your Title]

[Charity Organization Name]

[Charity Organization Contact Information]