

# Request for Donations to Support Hospital Event Sponsorship

Date: [Insert Date]

[Your Name]

[Your Position]

[Hospital Name]

[Hospital Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you on behalf of [Hospital Name], where we are dedicated to providing exceptional care to our community. We are excited to announce our upcoming event, [Event Name], scheduled for [Event Date], which aims to [briefly describe the purpose of the event, e.g., raise funds for new medical equipment, support a specific patient program, etc.].

This event provides a unique opportunity for businesses like yours to showcase community support while receiving recognition as a valued contributor to healthcare in our community. We are seeking sponsorships and donations to help make this event a success. Your generosity will directly benefit our hospital and the patients we serve.

Please find attached our sponsorship proposal, outlining various sponsorship levels and the associated benefits. We would be grateful for any contribution you can make, whether it be a financial donation, goods or services, or volunteer support.

Your support is vital to the success of [Event Name], and we would be thrilled to partner with [Recipient's Company Name]. If you have any questions or would like to discuss this opportunity further, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering our request. We look forward to the possibility of working together for this noble cause.

Sincerely,

[Your Name]

[Your Position]

[Hospital Name]