

[Your Nonprofit Name]

[Date]

[Business Name]

[Business Address]

[City, State, Zip Code]

Dear [Business Owner/Manager's Name],

We hope this letter finds you well. My name is [Your Name], and I am the [Your Position] at [Your Nonprofit Name], a nonprofit organization dedicated to [Brief Description of Your Mission]. We are reaching out to seek your support as a partner in our upcoming initiative, [Event/Project Name], which will be held on [Event Date] at [Event Location].

This event aims to [Brief Description of Event Purpose], and we anticipate it will attract [Number] community members. We believe your involvement would not only contribute to the success of the event but also positively impact your business by showcasing your commitment to community engagement.

We would be grateful if [Business Name] could consider becoming a sponsor for this event. As a sponsor, your logo would be prominently displayed on our promotional materials, and you would receive [Other Benefits, e.g., shout-outs on social media, booth space, etc.].

We would love the opportunity to discuss this partnership further and explore how we can align our efforts for mutual benefit. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a time that works for you.

Thank you for considering this opportunity to make a difference in our community. We hope to hear from you soon.

Warm regards,

[Your Name]

[Your Position]

[Your Nonprofit Name]

[Your Phone Number]

[Your Email Address]