

# Letter of Solicitation for Charity Event

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing on behalf of [Your Organization], a non-profit organization dedicated to [briefly describe the mission of your organization]. We are excited to announce our upcoming charity event, [Event Name], scheduled for [Event Date].

As part of this event, we are seeking generous donations from local businesses, and we would be honored if [Recipient's Organization] could support our cause. Your contributions will help us [explain how the donations will be used, e.g., provide services, support programs, etc.].

In recognition of your generous support, we will be featuring your organization in our event materials, including banners, program guides, and social media promotions, ensuring that attendees are aware of your commitment to the community.

We would greatly appreciate any donation you can provide, whether in the form of products, gift cards, or financial contributions. Should you need more information about the event or our organization, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for considering our request. We hope to partner with you in making a meaningful impact in our community through the [Event Name].

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