

# Dear [Restaurant/Cafe Owner's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] of [Your Organization/Charity Name]. We are reaching out to invite your esteemed establishment to participate in our upcoming charity event, [Event Name], which will take place on [Event Date].

The event aims to [briefly explain the purpose of the event, e.g., raise funds for a local cause, support the community, etc.]. We believe that with the support of local businesses like yours, we can make a significant impact.

We are seeking donations in the form of [specific items, services, or monetary contributions]. In return for your generosity, we would be delighted to feature your restaurant/cafe in our event materials, including social media promotions, newsletters, and press releases.

We would be grateful if you could consider our request and join us in making a difference in our community. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] for any questions or additional information.

Thank you for considering our request. We look forward to potentially partnering with you for this worthy cause.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization/Charity Name]  
[Your Contact Information]