

# Donation Request for Corporate Networking Functions

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Organization]  
[Address]  
[City, State, Zip]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company]  
[Address]  
[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to invite [Recipient's Company] to partner with us in a meaningful way for our upcoming corporate networking function, [Event Name], scheduled for [Event Date].

This event aims to gather professionals from various industries to foster collaboration and share innovative ideas. We are expecting over [Number] attendees, including leaders and decision-makers from [relevant industries]. Your support through a generous donation will not only enhance the experience of our attendees but also showcase your commitment to community engagement.

We kindly ask for your support in the form of [specific donation request, e.g., financial contribution, products, services, etc.]. In return, we would ensure [details on how the company will be recognized, e.g., logo on materials, speaking opportunities, etc.].

Your involvement will play a crucial role in [mention benefits/impact of the event]. We would be grateful for the chance to discuss this further and explore ways we can collaborate.

Thank you for considering our request. I look forward to the possibility of partnering with [Recipient's Company] for this exciting event.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]