

Donation Request for Professional Networking Mixers

Date: [Insert Date]

[Your Name]

[Your Title/Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you on behalf of [Your Organization], an initiative dedicated to [briefly state the mission/purpose of your organization]. As we strive to connect professionals and foster meaningful relationships within our community, we are excited to announce our upcoming Professional Networking Mixer scheduled for [Event Date].

We aim to provide a platform for individuals from diverse industries to network, share ideas, and develop collaborations that can lead to growth and innovation. To make this event successful, we are seeking donations from community-minded businesses like yours.

Your generous support will help cover the costs associated with the venue, refreshments, and promotional materials. In return, we would be thrilled to acknowledge your company's contribution in our event materials and during the mixer, providing you with valuable exposure to potential clients and partners.

If you are interested in supporting our event, please feel free to reach out to me at [Your Phone Number] or [Your Email Address]. We would greatly appreciate any donation you can offer, regardless of the size.

Thank you for considering our request. Together, we can create an engaging networking experience that benefits our community.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization]