

# Request for Sponsorship

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to invite [Company Name] to become a valued sponsor for our upcoming fundraising dinner, which will be held on [Date] at [Location]. This event aims to support [cause or project], and we believe that your partnership would significantly contribute to its success.

We are expecting an audience of over [number] attendees, including community leaders, local businesses, and media representatives. As a sponsor, [Company Name] will have the opportunity to showcase its commitment to community involvement and gain valuable visibility throughout the evening.

We have outlined several sponsorship levels, each of which includes various benefits, such as promotional materials, event tickets, and recognition during the event. We would be thrilled to discuss a custom package that aligns with your marketing goals.

We sincerely hope you will consider our request for sponsorship. Together, we can make a meaningful impact on our community. I would be happy to answer any questions you may have and discuss this opportunity further at your convenience.

Thank you for considering this invitation. We look forward to the possibility of partnering with [Company Name] for this important event.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]