

Request for Corporate Sponsorship

Date: [Insert Date]

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

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

Dear [Recipient's Name],

We are excited to announce our upcoming annual gala, which will take place on [Insert Date] at [Insert Venue]. This event not only serves to unite our community but also to raise funds for [briefly describe the purpose or cause the gala supports]. As a leader in [Recipient's Industry/Field], we would love for [Recipient's Company] to be part of this impactful evening.

Our gala will feature [briefly describe event highlights, such as keynote speakers, entertainment, etc.], and we expect to attract [number] attendees, including community leaders, influencers, and fellow sponsors. We believe your partnership would add significant value to the event and would allow us to provide greater support to our [community/beneficiaries].

We hope you consider becoming a corporate sponsor. We offer various sponsorship levels, which include benefits such as [list benefits, e.g., logo placement, tickets to the event, promotional opportunities]. Enclosed you will find a detailed sponsorship proposal for your review.

We would be grateful for the opportunity to discuss this partnership further. Please feel free to reach out to me directly at [your phone number] or [your email]. Thank you for considering this opportunity to support [cause/organization name]. We look forward to the possibility of working together to make this gala a success!

Warm regards,

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