

Partnership Request for Charity Function

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Organization]. We are reaching out to explore a potential partnership for our upcoming charity function, [Event Name], which will be held on [Event Date].

As an organization dedicated to [briefly state your organization's mission], we aim to make a significant impact in our community through this event. The funds raised will go towards [describe the purpose or cause the funds will support].

We believe that your organization aligns with our values, and we would be honored to have you partner with us for this noble cause. Together, we can create a memorable experience for attendees while making a positive difference in the lives of those we serve.

We would love to discuss this opportunity further and explore ways we can collaborate. Please let us know a convenient time for you to meet or have a call.

Thank you for considering our request. We look forward to the possibility of working together to make a difference.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]