

Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Position]

[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],

I hope this letter finds you well. I am writing to request your support as a sponsor for our upcoming Charity Gala, which will take place on [Date] at [Location]. This event will bring together community members and local businesses to raise funds for [Purpose of Charity].

We anticipate over [number] attendees, and your sponsorship would not only help us reach our fundraising goals but also increase your visibility in the community.

We offer various sponsorship levels, including [List Sponsorship Levels and Benefits]. We would be thrilled to have [Recipient's Company] as a partner in this noble cause.

Please find enclosed a sponsorship brochure for more details. We would appreciate the opportunity to discuss this further and explore how we can work together. I will follow up with you on [date] to answer any questions you may have.

Thank you for considering our request. We believe that with your support, we can make a significant impact on the lives of those we serve.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]