

Dear [Sponsor's Name],

I hope this message finds you well. As we approach the upcoming fiscal year, we want to extend our heartfelt gratitude for your generous support of our annual fund over the past year. Your contributions have been instrumental in helping us achieve our goals and furthering our mission.

As we plan for the year ahead, we would like to follow-up regarding the renewal of your sponsorship. Your continued partnership is vital to our efforts, and we would love to discuss the opportunities available for you to remain a key supporter of our work.

We would appreciate the opportunity to connect and discuss this further. Please let us know a convenient time for you, or feel free to reach out to us directly at [Your Phone Number] or [Your Email Address].

Thank you once again for your support. We look forward to the possibility of partnering with you again in the coming year.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]