

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are excited to announce our upcoming fundraising event, [Event Name], scheduled for [Date] at [Location]. This event aims to [briefly state purpose or cause, e.g., raise funds for community programs, support local families in need, etc.].

We are reaching out to invite [Company/Organization Name] to become a valued sponsor of this event. Your support will help us [explain how funds will be used, e.g., provide essential services, expand programs, etc.].

We offer various sponsorship levels:

- **\*\*Platinum Sponsor\*\*** - \$[Amount]: [List benefits, e.g., logo prominently displayed, featured in press releases, etc.]

- **\*\*Gold Sponsor\*\*** - \$[Amount]: [List benefits]

- **\*\*Silver Sponsor\*\*** - \$[Amount]: [List benefits]

We believe your partnership will not only benefit our organization but also provide [Company/Organization Name] with excellent visibility and demonstrate your commitment to [mention relevant community or cause].

We would love the opportunity to discuss this collaboration further and hope you will consider joining us as a sponsor. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for considering this opportunity. We look forward to the possibility of working together for a great cause.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Phone Number]

[Your Email Address]