

[Your Name]
[Your Title]
[Your Organization]
[Your Organization's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to present an opportunity for [Recipient's Company] to support [briefly describe your organization and its mission].

We are actively seeking corporate partners to help us [describe the specific project or initiative], which aims to [outline the goals and objectives]. This initiative will not only benefit [describe the target audience or community] but also align with [Recipient's Company] values in [mention any related values or initiatives of the recipient's company].

We would be honored to have [Recipient's Company] as a partner in this cause. Your support will help us [explain how the donation will be used and its impact]. In recognition of your generosity, we will [mention any benefits for the company, such as branding opportunities, community recognition, etc.].

I would love the opportunity to discuss this proposal further and explore how we can work together to create a lasting impact. Please let me know a convenient time for you to meet or have a call.

Thank you for considering this opportunity to make a difference. I look forward to hearing from you soon.

Warm regards,

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