

[Your Nonprofit's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am reaching out on behalf of [Your Nonprofit's Name], an organization dedicated to [brief description of your nonprofit's mission and goals]. We are excited to announce our upcoming event, [Event Name], which will take place on [Event Date] at [Event Location].

This event aims to [briefly describe the purpose of the event and what it hopes to achieve]. We anticipate attracting a diverse audience of [expected attendees, e.g., community members, local leaders, etc.], providing a wonderful opportunity for your company to gain visibility within the community.

We would be honored to have [Company/Organization Name] as a sponsor for this event. Your support would not only enhance the experience for our attendees but also demonstrate your commitment to [cause relevant to your nonprofit's mission].

We are offering several sponsorship levels:

- **\*\*Gold Sponsor\*\***: [Benefits]
- **\*\*Silver Sponsor\*\***: [Benefits]
- **\*\*Bronze Sponsor\*\***: [Benefits]

Please find attached a detailed sponsorship proposal outlining the various options and benefits associated with each level. We are happy to discuss any custom sponsorship opportunities that may better align with your goals.

Thank you for considering this opportunity to partner with us in making a difference in our community. I would love to set up a time to discuss this further and answer any questions you may have.

Warm regards,

[Your Name]

[Your Title]

[Your Nonprofit's Name]

[Phone Number]

[Email Address]

[Website URL]