

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Team Name]  
[Team Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to you on behalf of [Your Organization/Charity Name]. We are dedicated to [briefly describe your organization's mission and objectives].

We are excited to announce our upcoming charity event, [Event Name], scheduled for [Event Date] at [Event Location]. This event aims to [briefly describe the purpose of the event and the impact it will have]. We would be honored to partner with [Team Name] for this event. We believe that your team's engagement would not only enhance the visibility of our cause but also inspire the community to come together for a meaningful cause.

We would love to discuss potential opportunities for collaboration, such as player appearances, team merchandise donations, or volunteering. Your support would make a significant difference and help us achieve our fundraising goals.

Thank you for considering this partnership. I would be grateful for the opportunity to discuss this further and explore how we can work together for this worthwhile cause. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your time and support.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization/Charity Name]