

[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/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am reaching out on behalf of [Your Organization's Name], a nonprofit organization dedicated to [briefly describe your mission or cause]. We are excited to announce our upcoming charity auction, which will be held on [date] at [location]. This event aims to raise funds to support [specific program or project].

We would be honored to have [Recipient's Company/Organization] as a sponsor for this event. Your support will help us achieve our fundraising goals and make a significant difference in the lives of those we serve.

As a sponsor, you will receive the following benefits:

- [List benefits, e.g., company logo displayed at the event, recognition in promotional materials, etc.]
- [Additional benefits]
- [Additional benefits]

We have various sponsorship levels available, including:

- [Sponsorship Level 1] - [Amount]
- [Sponsorship Level 2] - [Amount]
- [Sponsorship Level 3] - [Amount]

We believe that your partnership would not only enhance the event but also demonstrate your commitment to our community. If you are interested, I would love to discuss this opportunity further and answer any questions you may have.

Thank you for considering this opportunity to make a positive impact. I look forward to your positive response.

Warm regards,

[Your Name]
[Your Title]
[Your Organization]
[Your Contact Information]