

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

Dear [Recipient's Name],

I hope this letter finds you well. I am reaching out to you with an exciting opportunity to support [Event Name], which is scheduled to take place on [Event Date] at [Event Location]. This luncheon aims to [briefly describe the purpose of the event, such as raise funds, awareness, foster community engagement, etc.].

Our organization, [Your Organization], has been dedicated to [briefly describe your mission and goals]. Given your commitment to [Recipient's Organization's focus or goals], we believe that collaborating on this event would mutually benefit both our organizations and the community we serve.

We are seeking sponsorship for this luncheon and would be thrilled to have [Recipient's Organization] as a key sponsor. Your support will not only help us [describe how the sponsorship will be used] but also provide a platform for [Recipient's Organization] to [mention benefits for the sponsor, such as networking opportunities, brand visibility, etc.].

****Sponsorship Levels:****

- ****Platinum Sponsor: \$[Amount]****

- [List benefits, e.g., prominent logo placement, speaking opportunity, etc.]

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

- [List benefits]

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

- [List benefits]

We would be honored to feature [Recipient's Organization] as a key contributor to the success of this event. Attached, you will find additional information about our event, sponsorship details, and potential benefits for your organization.

I would love the opportunity to discuss this exciting prospect with you further. Please let me know if you are available for a brief meeting or call at your convenience. Thank you for considering this partnership; together, we can make a significant impact.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Organization]

[Website URL (if applicable)]

[Social Media Handles (if applicable)]

****Attachments:****

1. Event Overview

2. Sponsorship Benefits
3. Sponsorship Agreement Form