

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Annual Sponsorship Invitation

I hope this letter finds you well. We are excited to reach out to you regarding our upcoming [Event/Program Name], scheduled for [Event Date] at [Event Location]. This event aims to [briefly describe the purpose and impact of the event].

As we prepare for this significant occasion, we are seeking sponsors who share our passion for [relevant cause or mission]. Your support as an annual sponsor will not only elevate our event but also enhance your organization's visibility among [target audience] and contribute to [specific outcomes or goals].

We offer various sponsorship levels to fit your organization's commitment, including:

- [Sponsorship Level 1: Description and benefits]
- [Sponsorship Level 2: Description and benefits]
- [Sponsorship Level 3: Description and benefits]

Attached to this letter, you will find a detailed sponsorship package outlining the benefits and opportunities for your organization. We would love to discuss how we can align our goals and create a mutually beneficial partnership.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] to set up a time for a conversation. Thank you for considering this opportunity to make a significant impact in our community.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Website URL] (if applicable)

[Attachment: Sponsorship Package]