

[Your Organization'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 message finds you well. I am writing to you on behalf of [Your Organization's Name], a non-profit organization dedicated to [brief description of your organization and its mission].

We are reaching out to invite [Company/Organization Name] to become a valued sponsor for our upcoming [event/project name], which is scheduled to take place on [date] at [location]. This event aims to [briefly explain the purpose and impact of the event].

As a sponsor, your company will have the opportunity to [list benefits of sponsorship, e.g., visibility, community engagement, etc.], while playing a crucial role in [explain how they will help the cause]. We have several sponsorship levels available, and we would be thrilled to partner with you in a way that aligns with your philanthropic goals.

Enclosed with this letter, you will find more details about the event, including sponsorship levels and benefits. We would love to discuss this opportunity further and explore how we can work together to make a positive impact in our community.

Thank you for considering this partnership. Please feel free to contact me at [your phone number] or [your email address] to set up a meeting or if you have any questions.

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]

[Website URL] (if applicable)

[Attachment: Sponsorship Details]