

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization], a nonprofit organization dedicated to [briefly describe your mission and objectives]. We are excited to announce our upcoming charity event, [Event Name], which will take place on [Event Date] at [Event Location].

This event aims to [describe the purpose of the event, e.g., raise funds, increase awareness, etc.], and we are reaching out to seek your support as a sponsor. Your generosity will help us achieve our goals and make a meaningful impact in our community.

We offer various sponsorship levels, each with its own benefits:

- **\*\*Platinum Sponsor\*\***: [\$Amount]
  - [Benefits]
- **\*\*Gold Sponsor\*\***: [\$Amount]
  - [Benefits]
- **\*\*Silver Sponsor\*\***: [\$Amount]
  - [Benefits]

As a valued sponsor, your organization will receive recognition through [list ways the sponsor will be acknowledged, e.g., promotional materials, social media shout-outs, event signage].

We would be honored to partner with [Recipient Organization] in this important cause. Should you have any questions or need further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this opportunity to make a difference. We look forward to the possibility of collaborating with you and creating a successful event together.

Warm regards,

[Your Name]  
[Your Position]  
[Your Organization]  
[Website (if applicable)]