

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am reaching out on behalf of [Organization Name], a non-profit dedicated to [briefly describe the mission and goals of your organization]. We are excited to announce our upcoming charity event, [Event Name], which will take place on [Event Date] at [Event Location].

We aim to raise funds and awareness for [specific cause or beneficiaries], and it would be an honor to have some of the best athletes in the UFC join us in this endeavor. Your involvement would not only inspire our community but also highlight the importance of [cause or issue].

We would like to invite you to participate in [describe how they can participate, e.g., a guest appearance, autograph signing, fight demonstration, etc.]. This event will also feature [mention any other attractions or activities planned, e.g., auctions, raffles, entertainment].

In appreciation of your support, we will ensure you receive recognition across our promotional materials, social media campaigns, and during the event itself. We believe this collaboration will make a significant impact on our community and further spread the message of [charity cause].

Please let us know if you are available for this event or if you have any questions. We look forward to the possibility of partnering with you to make [Event Name] a success!

Thank you for considering this opportunity to make a difference.

Sincerely,

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