

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

[Recipient Name]  
[Recipient Position]  
Sirius XM Radio  
[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 dedicated to [briefly describe your organization's mission and goals]. We are reaching out to seek your support for our upcoming charity event, [Event Name], which will take place on [Date] at [Location].

As a leader in the broadcasting industry, Sirius XM Radio has a profound influence in philanthropy and community engagement. We believe that your involvement would greatly enhance the visibility and impact of our event, helping to [outline what the event aims to achieve, e.g., raise funds, support a cause, etc.].

We would be honored if Sirius XM Radio could [specify how you would like them to get involved, e.g., sponsor the event, provide promotional support, etc.]. In return, we would ensure your brand receives significant recognition through various promotional channels, including social media shout-outs, event signage, and press releases.

I would love the opportunity to discuss this collaboration further and explore how we can work together to make a meaningful difference in our community. Please feel free to contact me at [your phone number] or [your email address] to arrange a convenient time for us to connect.

Thank you for considering our request. We look forward to the possibility of partnering with Sirius XM Radio to support [cause or mission].

Warm regards,

[Your Name]  
[Your Position]  
[Your Organization]  
[Website URL, if applicable]