

Date

Name
Address
Address
City, State Zip

Dear [Name],

For [more than/nearly X] years, [Organization] has been providing critical services to more than [x people in need of x each year – include total number of people served and brief description of who they are. For example, 500 women and children experiencing homelessness each year.]. We have been dedicated to supporting these individuals through compassionate, effective care.

Join us on [date] at [location] for our [official event name] as celebrate our work and those we serve!

[Describe event: note how many people you expect to attend, any keynote speakers, and what the event will fund.]

I hope [name of individual or company] will join us as an event sponsor so that, together, we can continue [supporting/providing/empowering describe those you serve and/or work you do].

The enclosed proposal outlines sponsor benefits, including tickets and recognition opportunities. If you have any questions, please contact [Name, Title, Email, Phone].

Sincerely,

Name of Top Executive
Title, Organization