

Sponsorship Request Letter For Donation

Jane Smith

Event Coordinator

Community Outreach Program

123 Main Street

Anytown, AN 12345

jane.smith@communityoutreach.org

(555) 123-4567

July 19, 2024

John Doe

Marketing Director

Doe Enterprises

456 Elm Street

Othertown, OT 67890

Dear Mr. Doe,

I hope this letter finds you well. I am writing to you on behalf of the Community Outreach Program, a non-profit organization dedicated to improving the lives of underprivileged families in our community. We are currently organizing our annual fundraising gala, which will take place on September 15, 2024, at the Grand Event Hall.

The purpose of this gala is to raise funds for our after-school programs, which provide essential educational support and extracurricular activities to children in need. This initiative is crucial because it offers these children a safe environment to learn and grow, keeping them engaged and off the streets.

To make this gala a success, we rely on the generosity of individuals and businesses like yours. We are seeking sponsorship in the form of monetary support. Your support

will help us to cover event costs, provide educational materials, and expand our reach to more children.

In recognition of your generous support, we would like to offer advertising opportunities, including logo placement on all event materials, recognition during the event, and a feature on our social media platforms and website. Additionally, you will receive complimentary tickets to the event, providing an excellent networking opportunity with other community leaders.

We believe that your involvement will not only benefit our cause but also offer positive exposure for Doe Enterprises. Attached to this letter, you will find more detailed information about the event and the various sponsorship levels available.

We would be delighted to discuss this opportunity further and answer any questions you might have. Please feel free to contact me directly at (555) 123-4567 or via email at jane.smith@communityoutreach.org.

Thank you for considering our request. We hope to partner with you to make a significant impact in our community.

Sincerely,

Jane Smith
Event Coordinator
Community Outreach Program