[MMDDYY]

[RECIPIENT NAME]

[RECIPIENT TITLE]

[RECIPIENT FIRM]

[RECIPIENT ADDRESS]

[RECIPIENT CITY ,STATE, ZIP]

Dear [INSERT SPONSOR NAME HERE],

[INSERT YOUR ORGANIZATION NAME] invites you to become a sponsor for our annual [INSERT EVENT NAME] to benefit [INSERT BENEFICIARIES HERE].

The primary source of funding for [INSERT EVENT NAME] is from corporate sponsors, such as yourself. The [INSERT EVENT NAME] receives no governmental funds.

This exciting event will be held [INSERT DATE, TIME, PLACE]. It is a [INSERT EVENT DESCRIPTION HERE].

As you may be aware, [INSERT YOUR ORGANIZATION NAME] has provided [LIST SERVICES] to [NAME AREA] citizens for the past [INSERT NUMBER OF YEARS]. The funds provided by this event will be used for [LIST BENEFITS].

Your sponsorship will help assure the success of [INSERT EVENT NAME]. Enclosed please find more information on this exciting event and its sponsorship levels. Please do not hesitate to contact me with any questions or concerns. I look forward to speaking with you at your earliest convenience.

Sincerely,

[INSERT YOUR ORGANIZATION REPRESENTATIVE NAME]

[INSERT PHONE AND EMAIL]

Enclosures: Sponsorship Information

Event Fact Sheet