

[Charity/Nonprofit letterhead/logo]

[Month, Day, Year]

[First Name, Last Name]

[Organization Name]

[Street Address]

[City, Province, Postal Code]

[Dear/To] [Mr/Ms/Mrs Last Name]

Thank you for signing on to be a sponsor of this year's [Event Name] to be held on [Time, Date, Location]. Securing sponsors is crucial to our success when putting on events. We understand that as the economy continues to struggle, choosing to donate your [Revenue/In Kind/Materials] can be a daunting decision to make.

Your contribution of [\$_____/In Kind/Materials] speaks volumes about both [Their Organization's Name] integrity, as well as your confidence in our mission to [Reinforce Your Objective/Initiative/Who is being helped].

As a sponsor, you will receive recognition in the following ways:

[List ways such as Logo placement, addressing their company during speeches, free tickets for their staff etc etc]

On behalf of [Your Organization], please accept our sincerest gratitude and thanks for your support.

Warmly,

[Signature]

[Typed Name of Sender]