TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:** **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Sponsorship Letter for Charity Event

Dear **[sponsor’s name]**,

My name is **[name]**and I am the **[position]** for **[organization]**. Each year, **[organization’s name]** team works extremely hard to bring awareness and raise money for **[cause]**.This **[month]**,we’re excited to host a very exciting event: **[event name]**.

This is our most important annual event, with last year’s event raising **[amount of money]** in total. This year, we want to go even further and host our most impactful event yet!

**[organization’s name]** has been hosting this event for over **[time period]** and last year we had **[amount of people]** attend. This year, we’re expecting an even bigger crowd, so we have to consider a number of increased expenses. A successful event will ensure that we **[specific examples of how this charity event will actually help and impact the cause]**.

Please consider sponsoring our event. A gift of **[dollar amount]** will make a huge difference in our ability to plan and execute this event.

We’d also like to offer you something in return for your generosity. **[organization’s name]**will **[incentive, for example: give free tickets, give discounts on future events, offer invitations to a gala that will recognize sponsors]**.

If you’d like to support our event or discuss our plans, please contact me at **[email/phone number]**.

Thank you,

**[Name]**

**[Phone number]**