TO

**[Receiver Name]**

**[Receiver Title]**

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

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

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

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Project proposal from **[company name]**

Dear Mr. Blue heart,

On behalf of Helping the Homeless, I would like to thank you for your generous support of our organization's annual carnival in past years.

This year we once again have a sponsorship opportunity at our carnival and silent auction. Last year we were able to raise over $20,000 thanks to our generous sponsors.

We have three levels of sponsorship available:

* $2,000 – Platinum Sponsor. Your company name and logo will be on our banner and will be prominently featured in our event advertising. Your logo will be on the event T-shirt, and two representatives from Blue heart Ford & Lincoln will be welcome at our annual Thank You Dinner on Sunday, August 13th.
* $1,000 – Gold Sponsor. Your company name and logo will be on the banner and your logo on the event T-shirt.
* $500 – Silver Sponsor. Your company logo will be on the event T-shirt.

We look forward to working with Blue heart Ford & Lincoln to make our 2017 event even more successful than last year. I will call you on February 9 to answer any questions you may have.

Sincerely,

**[Name]**