

# Inquiry Letter for Charity Event Sponsorship Sample

[Your Organization's Letterhead or Logo]

[Date]

[Sponsor's Name]

[Sponsor's Title/Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

I hope this letter finds you well. My name is [Your Name], and I am [your position] at [Your Organization Name], a non-profit organization dedicated to [briefly state your mission/cause]. We are excited to announce our upcoming event, **[Event Name]**, which will take place on [Event Date] at [Event Venue].

The primary goal of the event is to [describe the event's purpose and objectives], aiming to benefit [who or what the proceeds will support]. We expect to reach an audience of approximately [number] attendees, including community leaders, local families, and supporters of our cause.

To make this event a success, we are seeking financial or in-kind sponsorship from esteemed organizations like yours. Your support will help us [describe what the sponsorship will be used for, e.g., cover event expenses, provide resources, marketing materials, etc.]. In return, we offer our sponsors valuable benefits such as:

- Prominent recognition in all event materials and media coverage
- Opportunities to display your banner and distribute promotional materials at the event
- Complimentary event tickets and reserved seating
- Mention on our website and social media platforms

We would be honored to partner with [Company/Organization Name] and would love the opportunity to discuss how we can collaborate for this meaningful cause. We have attached a sponsorship proposal with detailed information regarding sponsorship tiers and associated benefits.

Thank you for considering our request. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you have any questions or wish to discuss this further.

We look forward to the possibility of working together to make a positive impact in our community.

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]

[Contact Information]