

Sample Inquiry Letter for Charity Fundraising Sponsorship

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient's Name],

I am writing to you on behalf of [Your Organization Name], a registered charity dedicated to [briefly describe your mission, e.g., supporting underprivileged children in our community]. We would like to invite [Company/Organization Name] to consider partnering with us as a sponsor for our upcoming fundraising event, **[Event Name]**, taking place on [Event Date] at [Venue/Location].

Our event aims to raise funds to [describe specific goal, e.g., provide scholarships, medical aid, shelter, etc.], directly benefitting [mention intended beneficiaries, e.g., local children, families, etc.]. Last year, thanks to the generous support of sponsors like you, we successfully [mention previous achievements or quantitative impact, if available].

To make this year's event a greater success, we are seeking sponsorship in the form of [financial support, goods, services, or volunteers]. In return, your company will receive recognition through [describe sponsorship benefits, e.g., event signage, social media mentions, event materials, press releases]. We are open to discussing custom sponsorship packages to best align with your corporate social responsibility goals.

We would greatly appreciate the opportunity to discuss this partnership further and answer any questions you might have. A sponsorship proposal outlining different levels of participation and benefits is attached for your review.

Thank you for considering our request and for your commitment to making a positive impact in our community. Please feel free to contact me directly at [your phone number] or [your email address]. I look forward to the possibility of working together to create meaningful change.

Sincerely,

[Your Name]

[Your Title/Role]

[Your Organization Name]

[Contact Information]