

Free Event Sponsorship Letter Template

[Name of Organization]
[Address of Organization]
[Community, Zip code]

[Date]

[Name of Donor]
[Name of Donor Company]
[Address of Company]
[Community, Zip code]

Dear [Name of Donor],

Our annual [name of event] event for the [name of cause] will be held on [date of event] at [location of event]. We are looking to raise [amount] in order to further our cause of [name of cause or description].

As much as we look forward to the success of this event, we cannot do so without the help of kind hearted and involved companies like yours. Would you be willing to sponsor [amount] for the event? Your sponsorship shall truly mean a big deal for the cause and further provide assistance to where our cause is needed in the community.

As gratitude for your kind sponsorship, we will include your company name in all posters and ads that will come out before the event. We believe this shall create a positive image of your company to the public.

We are hoping for your participation on this event so we can make this even better than the last. Please send your donation through a self-addressed and stamped envelope to the organization address above in order to make a contribution.

For any other additional questions and inquiries regarding the sponsorship, please contact me through the information found below.

We would like to thank you in advance for taking time in reading this letter and hopefully see you on the event.

Sincerely,

[Name of Sender]
[Role in Organization]
[Name of Organization]
[Contact Information]