

## Your Organization's Letterhead

Dear Friend,

Our annual insert name of event will take place on fill in date at fill in location. This year's theme is fill in theme. Our goal is to raise fill in amount dollars that will be used for fill in purpose. In order to meet this goal, we are asking for sponsorships from local businesses and individuals such as yourself.

By giving to this annual event you'll be supporting the fill in name of organization and helping us provide assistance to those in our community. We ask that you will consider a sponsorship donation of \$ fill in amount. Your donation will be recognized at our event in several ways. As a sponsor, your name will be placed on all materials and banners that publicize the event as well as announced verbally at the event itself.

We hope that we can count on you to help support our cause. You will be contacted in the next several days. If you have any questions or concerns in the meantime, please feel free to contact us at the above number.

Thanks in advance for your consideration!

Sincerely,

Type Your Name Here, Insert Title