

SUB: [Insert the subject concerned to the letter]

Greetings of the day!

With great pleasure and hope, I am writing this letter to see if you will be interested in sponsoring our event [mention the name], which is a [mention the duration] program on [mention the details in which you can write what this event is about and how it can help or what is its aim].

The event is going to be held at [mention the location] on [mention the date]. Through the donation raised through it, there will be a better future ahead. You, other representatives of the company, and the employees, of course, are most welcome to attend this program so that we can also personally thank you for your support.

During the introduction of the event, your company's name will be mentioned for the generous sponsorship, and we will make sure that your name comes up in the article, too which we plan to later get published on social media.

[Mention the number] of [mention who you are helping] would be able to benefit from your act of kindness tremendously. We are expecting an amount of [mention it], which will be enough to help us financially to make this program a massive success. We really hope that you are going to consider it so that we can achieve our goal successfully.

I will be waiting for your positive response and would request you to kindly let me know about your decision by [mention the date]. You can give me a call at [mention the contact no.], or you can mail me at [mention your email ID].

Thank you so much for your precious time. We will always be grateful to you for this.

Best Regards,