[Your Name]
[Position and Name of Organization]
[Building/Street Address]
[City/Municipality/Province]

[Date]

[Name of Donor/Sponsor]
[Building/Street Address]
[City/Municipality/Province]

Dear [Name of Donor/Sponsor],

The [Name of organization] is a [Describe your organization]. [State the purpose or mission of your organization].

We will be holding a [Name of event] on [Date of event], at the [Location/venue of event]. The aim of the event is to [State the purpose of the event].

In line with this, I am writing you to humbly request for your assistance in making our event a very successful one. Any amount will be greatly appreciated. I have enclosed a solicitation form, a return envelope, and the program of the event for your convenience.

Should you have any questions about our organization and charity event, you may call [Organization's phone/mobile number] or email [Organization's email address].

Thank you in advance for your support and God bless you!

Respectfully yours,

[Your Signature]

[Your Name]