

Fundraising Letter for Sponsorships

Date

Your Name

Your Organization's Name

Street

City, State ZIP

Dear [Donor's Name],

Our annual/biannual/monthly event, [name of event] will take place on [date] at [location]. Our theme this year is [insert theme], and we're looking to raise [insert fundraising goal].

We can't meet our goal without the help of people/companies like you/yours.

That's why I'm writing to you. Would you consider making a donation of [amount] to help sponsor our event? By giving to [name of event], you'll be able to help us [accomplish goal, assist members of our community, save lives, etc. Be as specific as possible here].

In appreciation of your anticipated donation, we would like to offer you [incentive. Again, be as specific as possible here].

We hope that we can count on your help to make this year's event one of our best yet!

Please include your donation in the self-addressed and stamped envelope included in this letter or come by our offices at [address] to make a contribution.

Thank you in advance for your sponsorship! We hope to see you at [name of event]!

Sincerely,

[Signature of an organizational leader]

[Typed name of organizational leader]

P.S. [End with an update about an upcoming event, volunteer opportunity, or other information]