Sponsorship Letter for Food

Date

Your Name

Your Organization’s Name Street

City, State ZIP

Dear [Donor’s Name],

Our annual/biannual/monthly event is coming up on [date] at [location]. Last time, we raised [amount] thanks.

to the kindness and generosity of our sponsors and attendees who donated funds and in-kind gifts.

For this upcoming event, we are hoping to raise [amount] to [solve issue, start project etc.]. To keep

costs low, for [insert event name] we rely on donated food and beverages. That way, more money can go toward [project or cause].

Would you consider catering our event? We are specifically looking for [list out the needed food], and we estimate that we will have [# of people attending] in attendance.

We are huge fans of [insert restaurant name] and know your menu would be the perfect complement to our night of philanthropy.

If you can sponsor the catering for [insert event name], please let us know by filling out the attached form and returning the self-addressed and stamped envelope to our headquarters or call us at [insert organization phone number].

In appreciation of your sponsorship, we are happy to offer you [insert incentive].

Thank you for your consideration, and please do not hesitate to contact us with any questions. Sincerely,

[Your Signature]

[Typed Version of Your Name]

P.S. [Invite the sponsor to the next event at your organization.]