**Sponsorship Proposal Cover Letter**

Date

Your Name

Your Organization’s Name Street

City, State ZIP

Dear [CEO/CSR Manager/Business Owner/etc.],

[Open with a description of your organization. Give some brief background including your mission, vision, and

how you serve your community.]

We are hosting our [event name] on [date] at [location]. Last year’s event was such a huge success that we

decided to host the event again!

In the past, this event has raised [amount] and has [list out specific accomplishments using statistics and

figures].

This year we are hoping to raise even more! Our goal is [amount], and we were hoping that you could help us.

reach that goal.

By becoming one of our corporate sponsors, you will be able to [list out projects that corporate donations could.

help accomplish].

We have also listed out some of the incentives and perks that your company can enjoy should you decide to

become one of our corporate sponsors (see attached Sponsorship Levels Document). Regardless of the amount you choose to give, your company name will be included in our event program and you will be included in the press release that we will publish on our website.

We are accepting cash donations as well as in-kind donations of goods or services. Feel free to contribute that you are comfortable with.

See the attached Sponsorship Levels Document to find the giving level that is right for your company. If you are ready to donate, please tear off the perforated section of the following document and send it back to us in the self-addressed envelope we have enclosed.

I would like to thank you in advance for your generosity. Please do not hesitate to contact me directly at [phone number] or [email] if you have any questions.

Sincerely/All the best/etc.,

[Your printed name]

[Your title]

[Your signature]