

[Date]

[Organization Name]

[Street Address]

[City, State, Zip Code]

Subject: Official Announcement of Sponsorship for the [Year] [Event Name]

Dear [Community/Participants/Partners],

We are thrilled to officially announce that [Company Name] has joined us as a [Sponsorship Level, e.g., Platinum] Sponsor for the upcoming [Event Name] Charity Run and Walk, taking place on [Date] at [Location].

As a leader in [Company Industry], [Company Name] is committed to supporting local health and wellness initiatives. Their generous contribution will directly support [Name of Charity/Cause] and help us provide [Specific Benefit, e.g., meals for families in need].

Because of this partnership, we are able to enhance the event experience for all participants by providing [Specific items, e.g., high-quality race shirts, professional timing, or refreshments].

We invite you to join us in thanking [Company Name] for their investment in our community. You can learn more about their services at [Company Website].

Registration for the [Event Name] is currently open. We look forward to seeing you at the starting line!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]