

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are proud to announce that [Organization Name] will be hosting our Annual Affordable Housing Gala on [Date] at [Venue Name]. This year's theme is "[Theme Name]," as we celebrate our commitment to providing safe and sustainable homes for all members of our community.

We are writing to invite [Company Name] to join us as an official sponsor for this premier event. Your partnership will directly support our mission to [briefly state goal, e.g., build 50 new housing units or provide rental assistance].

As a sponsor, your organization will receive significant recognition, including:

- Logo placement on all gala marketing materials and event signage.
- Recognition in our annual report and on our social media platforms.
- Complimentary tickets and VIP seating for the evening's program.
- An opportunity to be acknowledged during the keynote presentation.

Please find the enclosed sponsorship package detailing the various levels and benefits available. We would be honored to have [Company Name] stand with us to address the critical need for affordable housing in our region.

We will follow up with you in the coming week to discuss how we can best tailor this partnership to meet your community engagement goals. In the meantime, please feel free to contact [Name] at [Phone/Email] with any questions.

Thank you for your time and for your dedication to building a stronger community.

Sincerely,

[Signature]

[Name]

[Title]

[Organization Name]