

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are excited to announce that [Organization Name] will be hosting our annual fundraiser, "[Event Name]," on [Date] at [Location]. All proceeds from this event will directly benefit the [Local Food Bank Name] to help fight hunger in our community.

We are currently seeking local partners to join us as official sponsors. Your support will help provide nutritious meals to families, seniors, and children in need. In return for your sponsorship, we offer several benefits, including:

- Company logo featured on event signage and promotional materials.
- Recognition in our social media campaigns and monthly newsletter.
- Verbal acknowledgment during the event program.
- Complimentary tickets to the event.

Enclosed you will find a detailed list of our sponsorship tiers and the impact each contribution makes. Whether you choose to be a Lead Sponsor or a Community Partner, your generosity will make a tangible difference.

We would love to discuss how we can work together to make this event a success. Please contact [Contact Name] at [Phone Number] or [Email Address] by [Deadline Date] to confirm your participation.

Thank you for your time and for considering this opportunity to support our local food bank.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Organization Name]