[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to you on behalf of [Charity Name] to introduce our organization and explore a potential partnership with [Company Name].

At [Charity Name], our mission is to [Briefly state mission, e.g., provide clean water to rural communities]. We have closely followed [Company Name]'s commitment to [mention a specific corporate value or past initiative], and we believe that together, we can make a significant impact.

We are currently launching our newest campaign, "[Campaign Name]," which aims to [Goal of campaign, e.g., raise $50,000 for new filtration systems]. This initiative will provide [Specific Benefit] to [Target Audience/Region].

We are seeking partners who share our vision. By partnering with us for this campaign, [Company Name] would benefit from:

- Brand visibility through our social media channels and newsletter reaching [Number] followers.
- Recognition as a [Gold/Silver/Bronze] sponsor on our official campaign website.
- Opportunities for employee engagement and volunteerism.

I have attached a brief proposal outlining the various ways we can collaborate. I would welcome the opportunity to discuss this further with you via a brief call or meeting.

Thank you for your time and for considering a partnership with [Charity Name]. I look forward to hearing from you.

Sincerely,

[Your Name]
[Your Title]
[Charity Name]
[Phone Number]
[Email Address]