Sample Charity Event Participation Approval Letter

[Your Name]

[Your Title]

[Community Engagement Department Name]

[Company/Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Charity Event Organizer's Name]

[Charity Event Organizer's Address]

[City, State, ZIP Code]

Dear [Charity Event Organizer's Name],

Subject: Charity Event Participation Approval

I am pleased to inform you that our organization will participate in the [Charity Event Name] as an exhibitor/sponsor/volunteer. Your commitment to supporting our community aligns well with our values.

Please review the attached charity event participation approval details, including our level of involvement, booth assignment, and any required materials. If you have any questions or need further assistance, please contact our community engagement department.

We look forward to contributing to the success of the [Charity Event Name].

Best regards,

[Your Name]

[Your Title]