

Preliminary request letter for potential sponsors

Subject: Seeking Sponsorship for [Charity Event Name]

Dear [Recipient Name],

We are organizing [Charity Event Name] on [Date], aimed at supporting [cause]. We are reaching out to a few potential sponsors to explore opportunities for partnership.

Your support would help us achieve [specific goals], and in return, we can offer [benefits, visibility, recognition]. Please find our preliminary sponsorship proposal attached.

We would appreciate your consideration and look forward to discussing this possibility further.

Sincerely,

[Your Name]

[Position]

[Organization Name]

[Contact Information]

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