Letterhead of Organization (centered)

Date

Address

Dear Mr., Ms. or Mrs. \_\_\_\_\_\_\_.

On [date of fundraiser], \_\_\_\_\_\_\_\_\_ [name of organization] is throwing a community carnival in the \_\_\_\_\_ [neighborhood name] area. The event will include games, inspirational speakers talking about community violence prevention, raffles, food, and more. Though we have raised most of the funds for our event, we need support to pay for the necessary audio equipment.

Our organization’s mission is to \_\_\_\_\_\_\_. This is a chance to give back to the community and give at-risk youth life-changing opportunities. Events like our fundraiser raise funds for our teens to participate in field trips to college fairs, museums, and other enrichment opportunities. Supporting us helps us show our kids another way of life.

We would be grateful if you could support our community carnival. We anticipate over 300 people attending this event, and our teens are running much of the programming. If you support us, we will include you in all marketing materials, to our website and plan on recognizing your organization at our event.

The amount you give is completely up to you. Currently, we need to raise $750. The following are some options to consider when considering my sponsorship request:

$\_\_\_\_ – Your name, description, and logo on all marketing materials, website, and recognition at our carnival

$\_\_\_\_ – Your name and description on our marketing materials and website

$\_\_\_\_ – Your name and logo on marketing materials

$\_\_\_\_ – Your name on marketing materials

If you are interested in sponsoring me, please give us a call or email or simply mail your contribution to the address listed below. Feel free to contact us with any additional questions. Thank you for your time.

Best,

Signature

Typed Name

Title

Organization Name

Address

Email Address

Phone Number