Your Organization's Letterhead

Month Day, Year

First Name Last Name
Company Name
Street Address
City, State, Zip

Courtesy Title (Mr./Ms./Mrs.) Last Name

Thank you for agreeing to be a sponsor of this year's XYZ Benefit to be held on _____date____ at _____location_____. Securing sponsors for this important fundraiser is especially important this year, as we face the daunting challenges of this economic crisis. Your support of $_____ is a great vote of confidence in our mission. As a sponsor, you will receive thanks and recognition in the event program and will also be entitled to two tickets for the event. We look forward to seeing you there!

Please accept our most sincere thanks for your support.

Best regards,

Insert Your Signature
Typed Name of Signer