



[Month Day, Year]

[First Name Last Name]

[Organization Name]

[Street Address]

[City, State, Zip Courtesy Title]

(Mr./Ms./Mrs.) Last Name,

Thank you for agreeing to be a donor of this year's ABC Benefit to be held on [Date] at [Location]. Securing donors for this crucial fundraiser is particularly crucial this year since we are facing stiff challenges during this economic crisis.

Your sponsorship of \$_____ will boost the confidence level in our mission. You will receive recognition and thanks as a sponsor in the event program. You will also receive two complimentary tickets for the event. We are looking forward to seeing you there.

Our sincere thanks and gratitude for your generous support!

Regards,

[Your Signature]

[Your Name]