[Your Organization Name]

[Your Organization Address]
[Your Organization Phone Number], [Your Organization Email Address]
[Your Organization Website]

[Date]

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Partnership Opportunity with [Your Organization Name] to Support Our Community

Dear [Sponsor Name],

At [Your Organization], we're passionate about [briefly state your organization's mission, e.g., supporting local families, promoting the arts, preserving our environment]. We're reaching out because we know [their company] cares about our community, too.

We strive to [describe your goals] by [briefly describing the work you do] — and we can't do any of that without the support of community partners like you.

By partnering with us, [Their Company] can:

- Reach new customers and build goodwill.
- Show your commitment to our community.
- Uphold your reputation as a responsible, community-minded business.

Please let us know if you have any questions. We'd be happy to discuss your sponsorship options and answer any questions you have!

Thank you for your time and consideration.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]

P.S. If you're interested in a partnership, please contact [Name] at [phone number] or [email address] between [hours and days of operation].