*[Your logo here]*

*[Date]*

*[Mailing Name]*

*[Address]*

*[City, State Zip]*

*Dear [Name],*

I would like to invite you to sponsor *[event name]* on *[event date]* at *[event location].* This event raises funds to benefit *[enter UCSF program area or department]*. Your support and participation will *[provide further information about what gifts will help accomplish*].

*[Provide additional information about your event, organization, and past success here, if applicable. For example: “The Ambassadors Group was founded in 2014. We are a diverse group of volunteers who share a deep love and concern for children. This inaugural fundraiser, benefiting UCSF patients and families during their stay at the hospital, will be a night to remember and one that you will want to be a part of!”]*

Attached is a sponsorship form with further information on how you and your company can make an impact. It also outlines the different ways in which we will be pleased to recognize your gift. Should you choose to participate, please return the enclosed form by *[date]*.If you have any questions, please contact *[name and title]* at *[phone number and email address].*

Thank you for considering this request. I hope you will support this important cause.

Sincerely,

*[Name]*

*[Title]*

*[Company]*