

Sample 'Invitation to Sponsor' Letter

Your Organization's Letterhead

March ____, ____

Company A Representative's Name

Company A

Company A's Address

Town B, Any Country



Dear Representative's Name,

On behalf of (your organization), I'm writing to invite (company) to become a sponsor in the observance of the ____ International AIDS Candlelight Memorial, scheduled for Sunday, May ____, _____. The Candlelight is the world's largest annual grassroots AIDS event. This year, it will be observed in more than ____ cities in __ nations. It honors the memory of people who have died from AIDS and demonstrates support for people living with HIV and AIDS.

<Include local event information here>

The Candlelight Coalition uses the event to raise awareness and to attract volunteers. Your sponsorship will make it possible for us to stretch our limited funding to make the event a success.

"Sponsorship" is \$ __, and "Major Sponsorship" is \$ __. All sponsors will be acknowledged on the event poster, flyer and event program. Major sponsors will be acknowledged in all press releases. Checks should be made out to "title of your organization or person's name". Please respond to our request by April 16. If you have any questions, please call me at 505-555-5050. Thank you.

Best wishes,

Your name

Event Coordinator, International AIDS Candlelight Memorial