

Sponsorship Letter for Animal Shelter Gala

(On organizational letterhead or Event Specific Letterhead)

Date

Name

Company Name

Address

City, State Zip

Dear Salutation:

Best Friends Animal Shelter is a beacon of hope and healing for animals of all shapes and sizes in our community. Our 3rd Annual Best Friends Gala is being held this coming April 25th and we seek your partnership as we raise the necessary funds for our center's expansion.

As you may know, Best Friends Animal Shelter is our community's only emergency location that is open twenty-four hours a day every day of the year providing life saving services for animals of all types. Last year, Best Friends served over 4,500 families and pets with all of their health and emergency needs. As we enter our 20th year we know it is time to grow our non profit organization to serve our growing community. As such, the 3rd Annual Best Friends Gala will be part of our overall fundraising efforts as we begin to raise funds for the Best Friends Expansion over the next two years.

(Optional Quotes)

"Best Friends was there for our family when our beloved golden retriever Spike was hit by a car on a Sunday afternoon. He would have never made it and than goodness they were open to help. Best Friends is a jewel in our community." *Jane Smith, Westbrook*

"In addition to the emergency and routine pet care offered, Best Friends' school age enrichment program has proven to be a cherished addition to our curriculum and one that the kids look forward to each year." *Wanda Green, Principle, Westbrook Elementary*

As mentioned above, the 3rd Annual Best Friends Gala is being held at the downtown Convention Center in the beautiful Rotunda. Based on our attendance of over 700 people last year and fabulous success of the event, the buzz has already started for this year's gala. We have enclosed a separate sheet that outlines the sponsorship opportunities for your consideration. We hope that (insert business name) thoughtfully considers this opportunity to be part of our growth and invite you to invest in a critical need that affects thousands of people in our city; the health and wellbeing of their pets.

Again, we appreciate your review of the attached sponsorship opportunity. I will follow up with you within the next two weeks to determine your level of interest. If you have any questions, please feel free to contact me at (contact number).

Best regards,

Contact name and title

Hand sign the letter and add a post script: for example, "Thank you for your review of this information. We all are looking forward to another record breaking year and hope you can join in the fun!"