[RECIPIENT ORGANISATION]  
[RECIPIENT FULL NAME]  
[RECIPIENT ADDRESS LINE 1]  
[RECIPIENT ADDRESS LINE 2]  
[SUBURB, STATE, POSTCODE]

Dear [FIRST NAME]

On [EVENT DATE] we are hosting [EVENT NAME] at [EVENT LOCATION] to support YWCA Australia. YWCA Australia is an **intersectional feminist organisation** focused on improving **gender equality for women, young women and girls.** They provide community programs and services to improve the lives of women, young women and girls all over Australia. You can learn more about YWCA at www.ywca.org.au

Through this event we aim to [ADD A SENTENCE OR TWO ON THE PURPOSE OF THE EVENT, AND WHY SOMEONE SHOULD SUPPORT IT].

In the past, this event has raised [LAST EVENT TOTAL] and has [LIST HOW FUNDS WERE PREVIOUSLY USED TO SUPPORT PROGRAM AREAS].

This year we’re hoping to raise even more! Our goal is [EVENT GOAL], and we were hoping that you could help us reach that goal.

By becoming one of our corporate sponsors, you’ll be able to help [LIST HOW FUNDS WILL BE USED]:

* x
* x
* x

Regardless of the amount you choose to give, your company name will be recognised throughout the event including a special mention on the day and included in any printed materials.

[FIRST NAME], we’d love the opportunity to work with [ORGANISATION NAME], to make [EVENT NAME] a success. Please don’t hesitate to contact me directly if you have any queries I can assist you with.

Sincerely,

[NAME]  
[SIGNATURE]  
[COMPANY, IF CORPORATE EVENT]