*“insert current date here”*

*“insert name of TRIAD here”*

*“insert Street Address”*

*“insert City, State, Zip”*

Dear Sponsor,

Our annual “insert event name” will take place on “insert date here”, at “*insert* *location* *here”*. We are looking to provide a fun, safe, and engaging event for the older adults in the county that we serve.

Your organization's support is crucial for us to achieve this goal. Would you be willing to contribute to sponsor our event? By giving to the “insert name of TRIAD here” you will assist in organizing events for older adults in the community, promoting safety awareness and socialization.

As a token of our gratitude for your anticipated donation, we will include your logo on our event flyer.

We hope we can count on your help to make this year’s event a success.

Thank you in advance for your sponsorship.

Sincerely,

“insert name of TRIAD here”

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature