**Sample Sponsorship Letter for Food**

[Your Nonprofit's Letterhead]

Date

Your Name

Your Organization's Name

Street

City, State ZIP

Dear [Donor's Name],

Our annual/biannual/monthly event is coming up on [date] at [location]. Last time, we raised [amount] thanks to the kindness and generosity of our sponsors and attendees who donated funds and in-kind gifts.

For this upcoming event, we're hoping to raise [amount] to [solve the issue, start the project, etc.]. To keep costs low, for [insert event name] we rely on donated food and beverages. That way, more money can go toward [project or cause].

Would you consider catering for our event? We are specifically looking for [list out the needed food], and we estimate that we'll have [# of people attending] in attendance.

We're huge fans of [insert restaurant name] and know your menu would be the perfect complement to our night of philanthropy.

If you can sponsor the catering for [insert event name], please let us know by filling out the attached form and returning the self-addressed and stamped envelope to our headquarters or calling us at [insert organization phone number].

In appreciation of your sponsorship, we're happy to offer you [insert incentive].

Thank you for your consideration, and please don't hesitate to contact us with any questions.

Sincerely,

[Your Signature]

[Typed Version of Your Name]