­­­

[DATE]

[COMPANY NAME

Attn: \_\_\_\_\_\_\_\_\_\_\_

ADDRESS

CITY, STATE ZIP]

**RE: Sponsorship of [EVENT NAME]**

Dear [NAME],

We couldn’t be happier with the results of [EVENT NAME]. The partnership of a tireless event team and generous sponsors truly made this event spectacular for all guests in attendance.

I’m writing today to thank you for being a sponsor for the [EVENT NAME]. We are proud to partner with [COMPANY NAME] and we look forward to continuing to build a valuable and mutually beneficial relationship. As a result of your generous sponsorship of [$\_\_\_\_\_\_], we exceeded our fundraising target, enabling us to raise [$TOTAL] for the National CMV Foundation. We could not have had such tremendous success without sponsors such as yourself.

The funds that we raised at [EVENT NAME] will help National CMV Foundation to continue in its mission to educate women of childbearing age about congenital CMV.

It is our sincere hope that you will join us again when we create an even bigger and better event in support of National CMV Foundation.

Please note that your sponsorship is tax deductible. National CMV Foundation’s tax ID number is 47-2329330.

Thank you for being an important partner in promoting awareness about congenital CMV.

Sincerely,

[NAME]

Supporter

National CMV Foundation