**Subject: Seeking Cash Donations to Sponsor [Professional Growth Network] Conference**

[Your Organization’s Letterhead (if applicable)]  
[Your Address]  
[City, Province, Postal Code]  
[Date]

[**Donor’s Name]  
[Donor Organization’s Name]**  
[Donor’s Address]  
[City, Province, Postal Code]

Dear [Donor’s Name],

I hope this letter finds you well. On behalf of the [**Professional Growth Network**], I am writing to request your generous support for our upcoming conference. Our network is dedicated to fostering professional development, knowledge sharing and networking opportunities for individuals in our field. We believe that investing in our conference will have a lasting impact on our members and the broader community.

**About the Conference**

The [**Professional Growth Network**] Conference is an annual gathering of professionals, thought leaders and enthusiasts. It serves as a platform for learning, collaboration and skill enhancement.

This year’s conference theme is “**XX.”** We have curated an exciting lineup of speakers, workshops and networking sessions.

**Why We Need Funding**

* **Financial Support:** Hosting a successful conference involves various costs including venue rental, speaker fees, marketing materials and logistical arrangements. Your donation will directly contribute to the quality and impact of our event.
* **Enhanced Visibility**: As a sponsor, your organization will receive prominent recognition throughout the conference. We offer logo displays, acknowledgment in promotional materials and opportunities for you to address our attendees.
* **Community Impact**: By supporting our conference, you are investing in the growth and success of professionals in our industry. Your contribution will empower attendees to excel in their careers and make meaningful connections.

**Sponsorship Levels:** We have designed various sponsorship levels to accommodate different budgets and preferences. These include:

* **Platinum Sponsor:** [$X,XXX] – Exclusive branding, prime exhibit space and speaking opportunity.
* **Gold Sponsor:** [$X,XXX] – Prominent logo placement and recognition during key sessions.
* **Silver Sponsor:** [$X,XXX] – Logo inclusion in conference materials and website.
* **Bronze Sponsor:** [$X,XXX] – Acknowledgment in our program guide.

**Next Steps**

* **Confirmation**: We kindly request your confirmation of sponsorship by [deadline].
* **Customization:** If you have specific preferences or would like to discuss a tailored sponsorship package, please reach out to us.
* **Payment Details:** We will provide payment instructions upon receiving your commitment.

Contact Information: For further inquiries or to discuss sponsorship opportunities, please contact:

**[Your Name]**

**[Your Title]**

Email: [Your Email Address]

Phone: [Your Phone Number]

We sincerely appreciate your consideration and look forward to welcoming you as a valued sponsor. Together, we can create an impactful conference experience for our community.

Thank you for supporting professional growth and excellence.

Sincerely,

[Your Full Name]  
[Your Title]  
[Professional Growth Network]