

July 23, 19

(Company Name)
(Contact Name)
(Street)
(City, PA Zip)

Dear (Name):

To catch the attention of the company, start off your letter by explaining the number of people that your event, publication, etc. reaches each year and how it reaches them. Then, proceed to briefly touch upon the event, publication, etc. itself including its purpose and how it benefits students, parents, and school districts.

Use this paragraph to provide a more in depth description of the event or publication. This might include a brief background/history of it, as well as give the company a visual of what they can expect to see at the event, or what the publication looks like.

Follow with a paragraph: As one of our trusted partners, we invite you to take part in a unique advertising opportunity. This year, we will be offering select businesses the chance to sponsor <state the event or opportunity title> on a first come, first serve basis.

As a sponsor, your company will receive the following recognitions:

- Use this list to show an itemized list of what the company will receive in exchange for their sponsorship.
- If there is a number of sponsorship levels, or if the company can pick from a menu of sponsorship opportunities, replace this section with a short paragraph indicating that an additional document listing the opportunities is included in the mailing or email.

Use this paragraph to explain for what the sponsorship money will be used. For example, if the money will be used to defray printing and production costs of a publication, in order to keep the publication free to parents and students, state that fact.

Thank you for your consideration of becoming a <name of sponsorship opportunity> sponsor.

Sincerely,

<Name>

<Title>