Sponsorship Letter for Schools, PTAs, and Students

Date

Your Name

Your School’s Name Street

City, State ZIP

Dear [Donor’s Name],

[Start with a brief personal appeal that provides some background on your school and the students that the

school serves.]

We have exciting news! On [date] at [location], [insert school name] is hosting the annual/biannual/monthly.

fundraising event. We set the bar high last time, so now we are looking to raise [$ amount] to [insert goal]. Accomplishing [insert goal] will help us better serve students like [insert student case study that offers a deeper connection to the cause and a narrative for readers to latch onto].

Would you consider sponsoring our event and donating [$ amount] to provide [insert student case study name] and [his/her] peers with [insert goal outcome]?

We are so grateful for all you have already done to support the school and know that we would not be where we are today without support like yours.

In appreciation of your sponsorship, [insert school name] would like to offer you [insert specific incentive] in recognition of your gift.

We hope you can contribute, and we appreciate your continued support and involvement in enriching the education of our students.

To contribute, simply include your gift in the self-addressed and stamped envelope included with this letter or hand-deliver your donation to [school address].

Many thanks in advance for your sponsorship! We look forward to seeing you at [name of event]!

Sincerely,

[Your Signature]

[Typed Version of Your Name]