

Insert club/society logo here.

Letter Template

Clubs & Societies may decide to seek sponsorship to help support their initiatives. Below is an example of a sponsorship letter that you can adopt.

XXXXX XX, 2013

Atten:

Address Line 1

Address Line 2

Address Line 3

Dear Sponsor (insert sponsor's name),

Our society (insert society name), is hosting Pangaea (insert reason for sponsorship). Pangaea is a student initiated performance where hundreds of students join together to celebrate diverse cultures on campus (insert brief description of event).

(State the objective of the event/reason for funding request) The objective of the event is to encourage students to celebrate diversity and cultures that exist within and around our campus. Pangaea is all about observing and celebrating many cultures, faiths, and beliefs that flourish at Durham College and UOIT. The event will take place in the Athletic Center at DC/UOIT, which is located on our North Campus at 2000 Simcoe Street North, in Oshawa (insert event/initiative specifics).

To help make this event successful, we are relying on the support and generosity of sponsors to provide us with incentives for encouraging students to participate in this annual event. As a promotional incentive we would like to request if (insert company name) would be willing to offer (specify amount request i.e. Money etc.) in sponsorship for our event.

(Insert anything you would like to offer the company in return, i.e. advertisement at your event)

If you have further questions or would like to support us in this initiative please contact (insert email or phone number).

Your involvement will help make this event a success! We look forward to hearing from you.

Kindest Regards,

(Name and contact information)