

Date

Name and Address of Potential Sponsor

Dear \_\_\_\_\_,

I am writing to ask for your help in supporting XXXXXXX [event name] we are planning in our community that will XXXXXXXX [include what you intend to accomplish through the event]. We began this event XXXXX [include event history – when it began, how it has grown...] We would like to ask your business to be a sponsor for XXXXXXX [event name], which will take place on XXXXXXX [date], at XXXXXXX [location]. All sponsors will be recognized at the event through XXXXXXXX [details on how sponsors will be recognized and thanked].

[Include information on how much has been accomplished to date through this program/event. Then include a goal for this year's event.]

[Include a paragraph on why this work is important to the health of the environment. Include a personal connection to make the problem more real to the potential sponsor. Connect either yourself by talking about why you began this work or connect the sponsor by discussing why they should care about the work.]

Your tax-deductible contribution, no matter how big or small, will help us a great deal. XXXXXXX [Name of organization] is a non-profit 501(c)(3) organization and donations are tax deductible. Please make checks payable to the XXXXXXX [organization name] and mail them with the completed donation form to the address on the form.

Thank you for supporting our local efforts to make a difference! If you have any questions, please contact me at XXXXXXX [phone] or XXXXXXX [email].

Sincerely,

XXXXXXX