
Sponsorship Letter For School

John Smith

Principal, Riverside Elementary School

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951-123-4567

May 23, 2024

Ms. Jane Doe

Community Relations Manager

ABC Corporation

456 Corporate Blvd

Riverside, CA, 92507

Dear Ms. Doe,

I am reaching out on behalf of the students and staff at Riverside Elementary School to request your support for our upcoming annual Science and Technology Week. We are seeking sponsorships to help cover the costs associated with organizing this event, which will include workshops, guest speakers, and interactive learning sessions for our students.

Riverside Elementary has a long-standing tradition of fostering a strong science and technology curriculum, and our annual event plays a crucial role in enhancing student interest and participation in these fields. However, to continue offering these enriching experiences, we rely on the generosity of community leaders like ABC Corporation.

Your contribution would help us cover expenses such as equipment, materials, and speaker fees.

In appreciation of your support, we would like to offer ABC Corporation the opportunity to have its logo displayed on all event-related materials and on our event webpage. Additionally, we would invite representatives from your company to attend the event and see firsthand the impact of your sponsorship on our students' education.

Enclosed with this letter, you will find a document outlining the different sponsorship levels and the associated benefits. We hope you will consider supporting our Science and Technology Week. I am available to meet at your earliest convenience to discuss this further. You may reach me directly at 951-123-4567 or via email at john.smith@riversideelem.edu.

Thank you for considering our request and for your continued support of quality education in our community. We look forward to the opportunity to partner with ABC Corporation.

Warm regards,

John Smith

Principal, Riverside Elementary School

[Your Signature, if sending a hard copy]