

Letter of sponsorship for student

[School Letterhead]

[Name of Sender]

[Position or Role]

[Name of School]

[Address of School]

[Community, Zip code]

[Date]

[Name of Recipient]

[Name of Company]

[Address of Company]

[Community, Zip code]

Dear [Name of Recipient],

[Name of school] is a [description of school] that attends to students who [description of students needs]. [Add small background information regarding the school and the services offered to help students]

On [date of event] at [location of event], [name of school] will be holding an annual fundraising event aimed at raising [amount] for the purpose of [insert goal or target].

By achieving this goal, [name of school] would be able to help students better to [insert examples of ways in improving services for students such as case studies, etc.]

[Name of example] students will be able to [services to be provided] through your donation of [amount or in-kind donation]. We are also offering [state name of incentives] for your efforts and your kind donation.

We trust that you will support and continue to be involved with the development of better services for the students in relation to their education.

In making contributions, please include a self-addressed and stamped envelope addressed to the school or hand deliver it yourself.

Thank you for your sponsorship. We look forward to seeing you at the event.

Yours sincerely,

[Signature of Sender]

[Name of Sender]

[Role or Position]