

Seeking sponsorship from local businesses for a school event requires a well-crafted letter that clearly communicates the event's purpose and the benefits of sponsorship. Here are three templates for writing a letter to local businesses seeking sponsorship for a school event, each accompanied by an example. Additionally, sections on the purpose of the letter, key elements to include, and tips for writing are provided.

## School Event Sponsorship Letter Template 1

Subject: Sponsorship Opportunity for [School Event Name]  
Dear [Business Owner's Name or Business Name],

I am writing on behalf of [School Name] to invite you to be a sponsor for our upcoming event, [Event Name], scheduled for [Date]. This event aims to [briefly describe the purpose or cause of the event].

As a respected local business, your support would greatly contribute to the success of our event. In return for your sponsorship, we offer [mention the benefits for the sponsor, such as advertising opportunities, recognition at the event, etc.].

Your involvement would not only support [School Name] but also showcase your commitment to our community. For more details about sponsorship levels and benefits, please find the attached document.

We hope you will consider this opportunity to partner with us for [Event Name]. If you have any questions, please feel free to contact me at [Your Contact Information].

Thank you for considering our request.

Sincerely,

[Your Name]  
[Your Position]  
[School Name]

## Example for Template 1

Subject: Sponsorship Opportunity for Maple High School Science Fair

Dear GreenTech Solutions,

I am writing on behalf of Maple High School to invite you to be a sponsor for our upcoming event, the Annual Science Fair, scheduled for April 15th. This event aims to showcase student science projects and inspire innovation in STEM fields.

As a respected local business in technology, your support would greatly contribute to the success of our Science Fair. In return for your sponsorship, we offer advertising opportunities at the event and recognition on our school website and event materials.

Your involvement would not only support Maple High School but also showcase your commitment to fostering science education in our community. For more details about sponsorship levels and benefits, please find the attached document.

We hope you will consider this opportunity to partner with us for the Annual Science Fair. If you have any questions, please feel free to contact me at [principal@maplehs.edu](mailto:principal@maplehs.edu).

Thank you for considering our request.

Sincerely,

Jane Smith  
Principal  
Maple High School

# School Event Sponsorship Letter Template 2

Subject: Join Us as a Sponsor for [Event Name] at [School Name]

Hello [Business Owner's Name or Business Name],

We are reaching out from [School Name] with an exciting opportunity for [Business Name] to make a difference in our community. We are seeking sponsors for our [Event Name], which will be held on [Date]. This event [describe the event and its significance].

Your sponsorship would mean a lot to us and would help in making this event a memorable experience for our students. As a sponsor, you will receive [outline specific benefits such as media exposure, booth space, etc.].

We believe that your participation as a sponsor would be mutually beneficial, allowing us to support our students while providing visibility for your business. Please find the attached sponsorship package for more information.

Thank you for considering supporting [School Name]. We look forward to the possibility of partnering with you.

Best regards,

[Your Name]

[Your Position]

[School Name]

## Example for Template 2

Subject: Join Us as a Sponsor for the Spring Music Festival at Oakwood School

Hello Oakwood Café,

We are reaching out from Oakwood School with an exciting opportunity for Oakwood Café to make a difference in our community. We are seeking sponsors for our Spring Music Festival, which will be held on May 20th. This event celebrates student musical talents and promotes arts in education.

Your sponsorship would mean a lot to us and would help in making this event a memorable experience for our students. As a sponsor, you will receive media exposure through our school newsletters and social media, as well as a booth space at the event.

We believe that your participation as a sponsor would be mutually beneficial, allowing us to support our students while providing visibility for your business. Please find the attached sponsorship package for more information.

Thank you for considering supporting Oakwood School. We look forward to the possibility of partnering with you.

Best regards,

Michael Johnson  
Event Coordinator  
Oakwood School

## **School Event Sponsorship Letter Template**

### **3**

Subject: Partnership Opportunity: [School Event Name]

Dear [Business Owner's Name or Company Name],

I hope this letter finds you well. I am reaching out on behalf of [School Name] to offer a unique partnership opportunity. Our school is hosting [Event Name] on [Date], and we are seeking local business sponsors to help make this event a success.

[Event Name] aims to [describe the goal or purpose of the event]. Your sponsorship would greatly assist in covering the costs of [mention what the sponsorship will cover, like equipment, materials, prizes, etc.].

In appreciation of your support, [School Name] will [describe how the sponsor will be recognized, such as in newsletters, banners, etc.]. We believe this partnership will not only benefit our students but also provide [Business Name] with significant exposure to our school community.

Enclosed is a sponsorship proposal outlining the different ways you can contribute. We would be honored to have [Business Name] as one of our valued sponsors.

Please let us know if you are interested in this exciting opportunity. Thank you for your time and consideration.

Warm regards,

[Your Name]  
[Your Position]  
[School Name]

## **Example for Template 3**

Subject: Partnership Opportunity: Riverside High Annual Sports Day

Dear City Sports Goods,

I hope this letter finds you well. I am reaching out on behalf of Riverside High School to offer a unique partnership opportunity. Our school is hosting the Annual Sports Day on June 5th, and we are seeking local business sponsors to help make this event a success.

The Annual Sports Day aims to promote health, teamwork, and sportsmanship among our students. Your sponsorship would greatly assist in covering the costs of sports equipment and

awards for the winning teams.

In appreciation of your support, Riverside High School will feature City Sports Goods in our event banners, newsletters, and announcements. We believe this partnership will not only benefit our students but also provide City Sports Goods with significant exposure to our school community.

Enclosed is a sponsorship proposal outlining the different ways you can contribute. We would be honored to have City Sports Goods as one of our valued sponsors.

Please let us know if you are interested in this exciting opportunity. Thank you for your time and consideration.

Warm regards,

Linda Brown  
Athletic Director  
Riverside High School

## **Purpose of a Letter to Local Businesses Seeking Sponsorship for a School Event**

The purpose of this letter is to seek financial or in-kind support from local businesses for a school event. It offers businesses an opportunity to contribute to their community while gaining visibility and goodwill.

## **Key Elements of a School Event Sponsorship Letter**

**Event Description:** Clearly describe the event and its purpose or significance.

**Sponsorship Benefits:** Outline the benefits the business will receive from sponsoring, such as advertising or promotional

opportunities.

**Specific Sponsorship Needs:** Detail what the sponsorship will cover or the different levels of sponsorship available.

**Community Impact:** Emphasize the positive impact of the event on students and the community.

## Tips for Writing a School Event Sponsorship Letter

**Be Professional and Clear:** Maintain a professional tone and be clear about the event and sponsorship details.

**Personalize the Letter:** Tailor the letter to each business, mentioning any previous interaction or why their involvement would be particularly valuable.

**Highlight Mutual Benefits:** Emphasize how sponsoring the event can benefit both the school and the business.

**Include Contact Information:** Make it easy for businesses to respond by providing direct contact details.

**Follow Up:** Consider following up with a phone call or a meeting to discuss the sponsorship in more detail.