

School Sponsorship Drive Pledge Request

Date: [Insert Date]

[Your Name]

[Your Position]

[School Name]

[School Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this letter finds you in great spirits. As part of our commitment to providing quality education and opportunities for our students at [School Name], we are excited to announce our upcoming Sponsorship Drive scheduled for [Event Date]. This event aims to raise funds for [specific purpose or project].

We are reaching out to request your support through a sponsorship pledge. Your generous contribution will help enable us to [describe how the funds will be used, e.g., purchase supplies, enhance facilities, provide scholarships].

Attached to this letter, you will find a pledge form outlining the various sponsorship levels available. We truly appreciate any support you can provide, whether it be financial or in-kind. Every contribution, no matter the size, makes a significant difference.

We would love to discuss this opportunity further and address any questions you may have. Please feel free to contact me at [your contact number] or [your email address].

Thank you for considering supporting [School Name]. Together, we can make a positive impact on the lives of our students.

Sincerely,

[Your Name]

[Your Position]

[School Name]