

# Request for Sponsorship for School Trip

Date: [Insert Date]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing on behalf of [School Name], located in [Location]. We are planning an educational trip for our [Grade/Class Name] students to [Destination] on [Trip Date], and we would like to request your support as a sponsor.

The purpose of this trip is to [briefly explain the purpose and educational benefits of the trip]. We believe that this experience will greatly enhance our students' learning and personal development.

The total cost of the trip is estimated to be [Total Cost], and we are seeking sponsorship to help cover expenses such as transportation, accommodation, and meals for our students. Any amount you can contribute would be greatly appreciated and will go directly toward providing this valuable educational experience.

As a sponsor, your company will be recognized in our promotional materials, and we will ensure that your support is acknowledged during our preparations and at the event itself.

Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] should you have any questions or need further information.

Thank you for considering our request. We look forward to the opportunity to partner with you to make this trip a success for our students.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School Address]