

# Partnership Proposal for Field Trip Sponsorship

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Address]

[City, State, Zip]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[Recipient City, State, Zip]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to propose a partnership between [Your Organization] and [Recipient Organization] to support an upcoming educational field trip for [Target Audience, e.g., local students]. We believe that [Recipient Organization] aligns perfectly with our mission to enhance educational experiences and foster learning outside the classroom.

The field trip is scheduled for [Date] and will take place at [Location]. This excursion aims to [briefly explain the purpose, e.g., explore various historical sites, enhance STEM learning, etc.], providing students with a unique hands-on learning opportunity.

We are seeking sponsorship to cover transportation and admission costs, with a total budget of [Amount]. In exchange for your support, we would be pleased to offer [mention benefits, e.g., logo placement on promotional materials, recognition during the event, etc.].

We would be thrilled to partner with [Recipient Organization] and believe this initiative will have a lasting impact on our students. I would appreciate the opportunity to discuss this proposal further and explore potential collaboration.

Thank you for considering this partnership. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]