

Letter of Sponsorship for Student Excursion

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to seek your support for an upcoming student excursion organized by [School/Organization Name]. The trip is designed to enhance the educational experience of our students, providing them with valuable opportunities for learning and personal growth.

The excursion will take place on [Date], and we anticipate a total of [Number of Students] participants, along with [Number of Adults] adult supervisors. The destination will be [Destination], which offers a unique experience in [Describe Educational Purpose].

We are reaching out to local businesses and organizations for sponsorship to help cover expenses such as transportation, admission fees, and meals. Your generous contribution will not only aid our students in experiencing this enriching opportunity but will also demonstrate your commitment to education in our community.

In recognition of your support, we would be pleased to feature your company's logo on promotional materials and provide acknowledgment in our newsletters and social media platforms.

We hope you will consider partnering with us for this worthwhile endeavor. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this opportunity further.

Thank you for considering our request. We look forward to the possibility of working together to make this excursion a memorable experience for our students.

Sincerely,

[Your Name]

[Your Position]

[School/Organization Name]