

Sample Letter to Business/Organization

Date

Ms. Jane Smith
Vice President
ABC Corporation
100 South St.
City, CA, 00000

Dear Ms. Smith,

I am a junior at (Name of your High School) here in (town/city I have been selected as a National Youth Delegate to attend the Washington Youth Summit on the Environment this summer. I was selected because of my excellent academic record and sincere interest in environmental preservation, and attending the program could help me decide on a college and a career. However, the tuition for the Summit is more than my parents and I can contribute, so I am writing to ask if you will sponsor me with a financial contribution.

The Washington Youth Summit on the Environment is a once in a lifetime opportunity. The Summit will be held at George Mason University, located just outside Washington, D.C. As a National Youth Delegate, I will be recognized as one of the most promising young leaders in environmental conservation and will join top students from across the country to share in this unique experience. I will take part in educational seminars, meet and interact with industry leaders and be challenged to work with my peers through simulations and group discussions. In addition to this amazing experience, I will also earn one college credit for my work. I will develop my leadership skills and gain a greater insight into the issues surrounding environmental conservation and sustainability.

My participation in this conference depends on whether I can raise \$_____ in sponsorships. The conference tuition is \$2600.00 and my travel to the conference will be \$_____. I will be investing all my resources to attend this conference and through my friends and family, I have already raised \$_____.

That leaves me with a balance \$_____, and I am hoping that (insert name of business or organization) will consider sponsoring me with some or all of these costs. I have also contacted (list other organizations you are soliciting) for their financial assistance. My tuition must be paid no later than June 1.

Thank you in advance for considering my request. I will contact you in the next few days to discuss the possibility of receiving your support. Please feel free to contact me (email and phone) if you have any questions. I look forward to talking with you.

Sincerely,

Mary Smith