

# Fundraiser Sponsor Letter

A starter sponsor letter for local businesses, parent-owned businesses, and community supporters.

## Before sending

- Confirm the school or PTO/PTA rules for sponsorships.
- Use the correct school name and event details.
- Do not promise promotion unless approved.
- Keep the ask specific and easy to answer.

## Best use cases

- Classroom fundraiser
- School event support
- Raffle item request
- Local business donation request
- Teacher appreciation sponsor ask

## Sponsor letter

Dear [Business Name],

Our [class/school/group] is preparing for [event or fundraiser] on [date]. We are reaching out to local businesses to ask whether you would consider supporting the event through [donation, gift card, product, service, or sponsorship].

Your support would help with [specific purpose]. If approved by our school or parent group, we may be able to recognize sponsors through [approved recognition method].

Thank you for considering this request. Please let me know if you would like more details.

Sincerely,  
[Name]  
[Role]  
[Contact]

## Sponsor tracking

Business	Contact	Ask	Status	Follow-up