SPONSORSHIP PROPOSAL COVER LETTER

(SAMPLE ONLY)

[Club]

[Address]

[Suburb]

[City / town, postcode]

[Address]

[Address]

[Address]

[Date]

Dear [Name]

Information about the club (history to date)…

Details about planned projects (objectives, what money is needed for, who is involved)…

Benefits of projects (include outcomes, impact statements)…

Included is our sponsorship package document. We trust [Business] will consider a sponsorship opportunity favourably. However, should you require any further information please do not hesitate to contact our Secretary on [number] or email [address].

Yours sincerely,

Name

[President, Administrator]

[Name of club]