

## SAMPLE SPONSOR REQUEST LETTER

Date

Sponsor's First and Last Name  
Sponsor's Title  
Sponsor's Business/Organization  
Sponsor's Address

Dear Mr./Ms. (Sponsor's Last Name),

My name is \_\_\_\_\_ and I am a \_\_\_\_\_ (teacher, counselor, etc.) at \_\_\_\_\_ (school name). Our \_\_\_\_\_ (grade level) graders have the opportunity to take part in a one-day Discover Texas Field Trip to \_\_\_\_\_ (city/cities traveling to) to visit the \_\_\_\_\_ (names of museums/sites). During this field trip, classroom lessons will come to life as our students experience what they are learning in class in hands-on, memorable, and meaningful ways.

In order to participate in this unique, educational travel opportunity, we need to raise a total of \$\_\_\_\_\_. This amount will cover all expenses for the day including entrance fees, charter bus transportation, t-shirts, lunch, dinner, snacks, TEKS-based curriculum, pre-program training for all participating adults, a group photo for each participant, and program souvenirs. We are asking you and other community organizations to help \_\_\_\_\_ (school name) with a tax-deductible donation towards this learning opportunity.

Participation in this Discover Texas Field Trip will be an invaluable experience for \_\_\_\_\_ (school name)'s \_\_\_\_\_ (grade level) grade class. Our students will come away with a deeper understanding of the concepts they are learning in the classroom and wonderful memories of travels to unique and significant Texas sites! To learn more about this Discover Texas Field Trip, please visit [www.educationinaction.org](http://www.educationinaction.org) and if you have any questions, please call. I am also happy to meet with you at your convenience. Thank you in advance for any financial help you might be able to offer.

Sincerely,

Your Signature  
Your First and Last Name  
Contact Phone Number  
Address