

SAMPLE SPONSOR REQUEST LETTER
For “Leaders of the Lone Star State”

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 _____ Elementary School. Our fourth graders have the opportunity to take part in the “Leaders of the Lone Star State” Discover Texas Field Trip, an experiential learning one-day travel program for students presented by Education in Action, a 501(c)(3) educational non-profit organization. As participants in this program, our students will experience the making of Texas and walk through the story of the Texas Revolution at The Alamo in San Antonio. They will then experience government first-hand and learn about the legislative process during a tour of the Texas State Capitol in Austin. _____ Elementary School’s fourth grade teachers will have the opportunity to instruct students using hands-on resources and be part of a unique educational experience.

In order to participate in this exceptional educational program, _____ Elementary needs to raise a total of \$_____. This cost covers all expenses for the day, including entrance fees, charter bus transportation, TEKS-based curriculum, training for all adults, lunch, dinner, snacks, t-shirts, lunch sacks, and souvenirs. We are asking you and other community organizations to help _____ Elementary with this cost by considering a donation towards this learning opportunity.

Participation in the “Leaders of the Lone Star State” field trip will be an invaluable experience for _____ Elementary School’s fourth grade class. Through hands-on learning, our students will come away with a deeper understanding of the basic democratic values of our state and nation and will learn about our Texas heritage. We will gratefully share with your organization the knowledge we gain through our participation by conducting a presentation of our experience. If you have any questions, please feel free to call me. I would also be happy to meet with you at your convenience. Thank you in advance for any financial help you might be able to offer.

To learn more about the “Leaders of the Lone Star State” Discover Texas Field Trip experience, please visit www.educationinaction.org. Thank you for your time and consideration.

Sincerely,

Your Signature
Your First and Last Name
Contact Phone Number
Address