

**SAMPLE SPONSOR REQUEST LETTER**  
**For “The Legend of Texas”**

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 “The Legend of Texas” 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 visit the Texas State Capitol and The Legend of Texas: The Experience while learning about the great state of Texas and its history, government, and leaders. \_\_\_\_\_ 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 and journals, 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 “The Legend of Texas” 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 “The Legend of Texas” Discover Texas Field Trip experience, please visit [www.educationinaction.org](http://www.educationinaction.org). Thank you for your time and consideration.

Sincerely,

Your Signature  
Your First and Last Name  
Contact Phone Number  
Address