

## **SAMPLE SPONSOR DONATION REQUEST LETTER**

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 in the \_\_\_\_\_ grade at \_\_\_\_\_ (school). I am very active in school and community activities including \_\_\_\_\_. My overall grade average is \_\_\_\_\_. I have the opportunity to take part in the Lone Star Leadership Academy, an academic leadership summer program for outstanding Texas 3<sup>rd</sup>-8<sup>th</sup> graders.

As a participant in this weeklong experience, I will join a delegation of other distinguished students and travel to the \_\_\_\_ (Dallas/Fort Worth, Austin/San Antonio, or Houston/Galveston) area for a week of learning, leadership development, and visits to unique and historically significant Texas destinations. Each day I will explore notable Texas sites, learn about unique careers from professionals at sites visited, and develop my leadership abilities with Texas educators. In addition, I will gain self-confidence and independence and develop new friendships with other high-achieving students from across the state.

In order to participate in the Lone Star Leadership Academy, I need to raise a program fee of \$\_\_\_\_\_. This cost includes five nights lodging, all meals during the program, entrance fees, charter bus transportation during the program, one educator for every ten students, and all curriculum materials. I am asking you and others representing community organizations to help me with a donation of \$\_\_\_\_\_. Because Education in Action is a 501(c)(3) non-profit organization, your donation is tax-deductible and donation checks must be made out to Education in Action. Donations may also be made on my behalf online at [www.educationinaction.org/sponsor-a-leader](http://www.educationinaction.org/sponsor-a-leader).

Participation in the Lone Star Leadership Academy is an invaluable experience as I will develop my leadership skills to become a more educated and involved citizen. I will gratefully share with your organization the knowledge I gain by making a presentation about my experience. I will represent our community with dignity and make your organization proud. 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 help you might be able to offer.

To learn more about the Lone Star Leadership Academy visit [www.educationinaction.org/lone-star-leadership-academy](http://www.educationinaction.org/lone-star-leadership-academy). You may also contact Education in Action directly at 817-562-4957. Thank you for your time and consideration.

Sincerely,  
Your Signature  
Your First and Last Name  
Contact Phone Number  
Address

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## **SAMPLE SPONSOR THANK YOU LETTER**

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

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

Thank you for your generous support in sponsoring me and making it possible for me to attend the Lone Star Leadership Academy. Upon my return, I would be honored to give your organization a presentation on what I learned from this tremendous educational experience. Thank you again for what I am sure will be a life-changing experience.

Sincerely,  
Your Signature  
Your First and Last Name  
Contact Phone Number  
Address