

Sample Sponsor Letter Template

[ORGANIZATION LOGO]

Organization Name

Address Line 1

Address Line 2

Phone Number

Website Address

[DATE]

Dear [NAME/ORGANIZATION/COMPANY]:

[HOST ORGANIZATION] is organizing an event in observance of National Prevention Week. Our organization's mission is [BRIEFLY DESCRIBE MISSION AND REACH WITHIN COMMUNITY]. National Prevention Week, which will be held from May 14 to 20, 2017, is a national health observance supported by the Substance Abuse and Mental Health Services Administration (SAMHSA) and is dedicated to increasing the prevention of substance use and promotion of mental health.

I am writing this letter to invite you to be a Co-Sponsor or Supporter of this event! As a leader in the community, your involvement with us in National Prevention Week is an opportunity for your organization to receive exposure and to join other individuals, organizations, and coalitions in our community to educate [INSERT TARGET AUDIENCE(S), E.G., YOUTH, PARENTS] about behavioral health issues, promote prevention efforts, and create and strengthen community partnerships. The theme of National Prevention Week 2017 is "Making Each Day Count." In keeping with this theme, we will be highlighting the important role each person and organization in our community has in maintaining a healthy life and ensuring a productive future by promoting small, daily actions around prevention that can be done every single day. The small, daily actions done by individuals, combined with the actions of families, communities, and coalitions, come together to make up the larger, bold movement of prevention.

In observance of National Prevention Week, [HOST ORGANIZATION] will be holding [NAME OF EVENT]. The purpose of this event is to [DESCRIBE PURPOSE].

Community sponsors are the primary source of funding for this event and will help ensure its success. You can provide support in the following ways:

- Be a Co-Sponsor or Event Supporter through a monetary donation. Your company logo will be placed on materials to promote the event.
- Donate [IDENTIFY MATERIALS OR IN-KIND DONATIONS NEEDED].
- Participate on our planning committee.
- Volunteer at the event.
- Sponsor or host an event at your facility.
- Provide information to clients or patrons about the daily themes of National Prevention Week.

Enclosed is a sponsorship form that gives information on sponsorship levels. Beyond your sponsorship, we welcome you to join us by participating in [NAME OF EVENT]. We look forward to hearing from you.

For more information about this event, please contact: [INSERT CONTACT NAME, PHONE NUMBER, AND E-MAIL ADDRESS].

On behalf of [HOST ORGANIZATION], we thank you for your support.

Sincerely,

NAME

TITLE

Enclosure: Sponsorship form

EVENT SPONSORSHIP FORM

[HOST ORGANIZATION'S NAME]

[EVENT NAME]

Held in Observance of SAMHSA's National Prevention Week 2017

[EVENT DATE]

[BRIEF EVENT DESCRIPTION]

Please consider the following ways you can make the
[EVENT NAME] a success!

Deadline for sponsorship: [INSERT DATE]

Corporate Sponsor \$ [INSERT AMOUNT]

Event Supporters

-Company name/logo displayed at events
-Company name/logo mentioned in all advertising
-[INSERT OTHER FORMS OF RECOGNITION, E.G.,
THANK-YOU AD IN LOCAL NEWSPAPER,
ACKNOWLEDGMENT ON ORGANIZATION WEBSITE
AND/OR SOCIAL MEDIA PROFILES]

-[INSERT FORMS OF RECOGNITION, E.G.,
THANK-YOU AD IN LOCAL NEWSPAPER,
ACKNOWLEDGMENT ON ORGANIZATION WEBSITE
AND/OR SOCIAL MEDIA PROFILES]

\$300	\$250
\$100	\$75
\$50	

- Become a corporate sponsor or event supporter
- Sponsor [INSERT TYPE OF IN-KIND DONATION]
- Participate on planning committee
- Volunteer at event
- Sponsor/Host event at your facility

Business Name: _____

Contact Name: _____

Contact Phone: _____

Contact E-mail: _____

Please e-mail your company artwork to [INSERT E-MAIL ADDRESS].

Please mail this completed sponsorship form to [CONTACT NAME AND MAILING ADDRESS] or e-mail it to [INSERT E-MAIL ADDRESS].

Donations of raffle prizes are welcome, too. We gladly accept any items you are able to provide.