

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Fundraising Letter to Business from High School seeking Sponsorship of Senior Class

Dear :

The {Year} Senior Class of {Name of School} is seeking sponsors. This year the Senior Class is trying to raise funds for { }. The seniors are excited and ready to rally together to raise money for { }, however, your sponsorship would be much appreciated. Please contact {name} at {number} if you are interested in having your name and business associated with sponsoring the {year} Senior Class.

Thank you for your time and consideration.

Sincerely,

N A M E