



SAMPLE SPONSORSHIP LETTER

DATE

POTENTIAL SPONSOR NAME

ADDRESS

CITY, STATE, POSTAL CODE

Dear **Mr./Mrs./Ms. NAME:**

I am writing to you because I recently registered to participate as a delegate of People to People International's (PTPI) Global Youth Forum (GYF), which will be held November 5 - 9, 2014 in Kansas City, Missouri. For four days we will explore PTPI's mission and how it specifically relates to this year's theme: *Learn to Serve, Serve to Learn*. Throughout the GYF we will take part in a variety of educational and cultural activities, leadership and team-building exercises, hear speeches by noted experts in the field of service, and interact with students from around the globe.

I am currently seeking sponsors who may be able to help me experience this amazing educational program, and hope I can count on your support. In case you haven't heard of People to People International, please allow me to share some history with you. President Dwight D. Eisenhower founded the organization in 1956. He believed that if people from different cultures could come together in peace and friendship, so eventually would countries. I, personally, am honored to attend this rewarding conference and am looking forward to broadening my perspectives of the world.

The GYF program tuition is \$1499.00, which includes accommodations, meals, and educational activities. I am asking **[number]** contributors to each donate **[\$ amount]** to help me reach my goal. Is it possible for you to assist me by making a contribution? Any amount of contribution would be appreciated. I will plan to share my exciting experiences with contributors upon my return.

My program tuition is due **[due date]**. I have enclosed a contribution form for your payment reference. Please feel free to contact me at **[phone number]** if you need more information. Your generous contribution would enable me to share in this wonderful opportunity. Thank you in advance for your consideration and support.

Sincerely,

YOUR NAME

People to People International GYF Delegate



CONTRIBUTION FORM

HOW TO USE THIS FORM:

Delegate: Please copy this form and fill in all applicable delegate information. Give it to your sponsor to complete. Give one copy to your sponsor and keep one copy for your records.

Sponsor: Please complete sponsor information and amount and mail the contribution slip with your sponsorship payment of a check or money order **to the delegate's address.** Write the delegate's name on the check or money order.

For Delegate's Records (to keep track of your sponsors)

Sponsor name: _____ Phone: _____

Sponsor company, if applicable: _____

Relationship to delegate/type of business: _____

Address: _____

street

city

state

postal code

Sponsorship amount: \$ _____

Dear Sponsor: Please cut along dotted line. The top portion is for the delegate's records. Keep this portion for your records.

For Sponsor's Records – *Thank you for your support!*

Delegate name: _____

First

Last

Program name: _____

Sponsorship amount: \$ _____ Date: _____

Note: According to current U.S. IRS guidelines, donations earmarked for a specific individual are NOT tax-deductible. Please consult your tax advisor for more detailed information.

CONTRIBUTION SLIP – SEND WITH PAYMENT

Delegate name: _____

First

Last

Program name: _____

Sponsorship amount: \$ _____ Date: _____

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