
Sample Follow Up Letter

Date

Prospective corporate contact name

Title

Company name

Address

City, State, Zip

Dear Mr./Ms. _____;

I am writing today to follow up on our recent telephone conversation regarding your company's sponsorship for _____ name of activity or event _____, a program of _____ name of organization _____. The opportunity to support _____ activity or event _____ provides _____ describe benefits to corporation or business _____, as well as visibility, aligning _____ corporation name _____ with _____ organization name _____. I would like to invite your company to participate in this exciting event.

Through the very valuable corporate support for _____ organizational name _____ receives, we are able to enhance and foster what matters most to organization: _____ reflect pertinent parts of mission or vision _____. The investment by _____ corporation name _____ would provide the opportunity to further develop these components.

Enclosed are supplemental materials detailing the marketing and advertising benefits to our supporters. Please contact me at _____ your direct line _____, if you have any questions. Thank you for your consideration of these materials. I look forward to the opportunity to develop a long-lasting partnership with _____ prospective corporation's name _____.

Sincerely,

Name

Title

Enclosures:

List all enclosed materials