

## Sponsorship Letter Template

A professional letter to send to local businesses asking for support

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*Free to use. Designed to be improved in Canva.*

## How to Use This Template

Replace all [BRACKETED] sections with your own details. Print on plain white paper or send as a PDF. Always follow up by phone or email 5-7 days after sending.

### TOP TIP

Personalise every letter. Research the business before you write -- mention something specific about them. A personalised letter gets a much higher response rate than a generic one.

[Your Name]

[Your Address]

[Your Email]

[Date]

[Business Name]

[Business Address]

**Dear [Manager's Name / 'The Manager'],**

**Subject: Sponsorship Request -- [Your Name]'s Expedition to [Destination]**

My name is [Your Name] and I am [Your Age] years old. I am a student at [Your School] in [Your Town]. I am writing to ask whether [Business Name] would consider sponsoring my upcoming expedition to [Destination] with [Expedition Organisation].

This is a [number]-day expedition where I will be [brief description of what you'll be doing, e.g., 'working on wildlife conservation projects and trekking through the rainforest']. It is a once-in-a-lifetime opportunity that will challenge me personally and professionally, and I am incredibly excited to be taking part.

To make this trip a reality, I need to raise [GBPAMOUNT] by [DATE]. I have been fundraising hard through [mention 2-3 things you've already done], but I still need [GBPREMAINING] to reach my target.

I would be enormously grateful if [Business Name] would consider making a donation of any amount. In

return, I would be happy to [offer appropriate benefit -- see sponsorship package for options]. I will also share updates from my expedition on social media and would be delighted to come and speak to your team about my experience when I return.

I have enclosed a sponsorship package with more details about the expedition and the benefits I can offer. I would love the opportunity to discuss this further -- please do not hesitate to contact me at [Your Email] or [Your Phone Number].

Thank you so much for taking the time to read this letter. I hope [Business Name] will be able to support me on this incredible adventure.

Yours sincerely,

[Your Name]

[Your School]

[Your Year Group]

