

Sample Letter

January 18, 2005

Dear Potential Sponsor,

On April 16, 2005, Pellissippi State will host its 2nd annual Future Teacher's Conference. Our conference last year was very successful and we expect this year's conference to be even more successful. Our purpose in planning this conference is to provide professional development to both college and high school students preparing for careers in the field of education. We are planning popular sessions from last year's conference and sessions that were suggested by last year's participants. We are expecting over 175 students to participate this year.

We would like to provide an opportunity for you to show your support for our community leaders as well as our future teachers by donating cash gifts, food certificates, service vouchers, or supplies. Through generous donations from your company, you will be providing gifts and door prizes for the presenters and attendees as well as contributing to the success of our conference.

Along with your sponsorship, we will recognize your contribution on displays at prominent points during the conference, as well as during general assembly meetings. The Pellissippi State Foundation will recognize your support through its annual In-Kind Gift Report. The Foundation is a not-for-profit, tax-exempt 501(c) (3) corporation and any gift given is tax deductible. Upon receiving a Foundation In-Kind Gift Form, the Foundation will recognize your company by placing your name on its donor recognition wall in the J.L. Goins Administration Building.

This conference has incredible potential for providing a wonderful community service, as well as further connecting the educational and business communities. We appreciate any support you would be willing to offer in this endeavor.

Sincerely,

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