

Sample – Sponsorship Letter

Date

Name

Title

Company Name

Address

City, ON Postal Code

Dear (Name),

I am writing to invite (Company) to be involved in an exciting community event to raise money for (where funds are directed to).

The organizing committee is asking the community to come together to support our fundraising event, (event name). We are raising funds for (designate which hospital and which area of the hospital you would like). We are organizing this event because (personal connection to cause). The purpose of the event is to help (further details on cause if applicable).

This year's event will be held on (date) at (location) in (city). It promises to be a first-class event and an excellent opportunity for local businesses to associate themselves with a worthwhile cause. We would like to ask for your support of this event through (sponsorship) or (donation) for the (live auction) (silent auction) (prize table). (*if applicable) I have included the sponsorship opportunities in this package/email and would be happy to answer any questions you have.

We would be grateful for your support and are hoping you will partner with us for (event name).

Funds raised will be directed through the University Hospitals Kingston Foundation (UHKF). UHKF is the charitable arm for the Kingston Health Sciences Centre (KHSC) and Providence Care. KHSC and Providence Care provide highly specialized care to more than 500,000 people throughout southeastern Ontario. To find out more about giving opportunities or to make a donation call 613-549-5452 or toll free 1-866-549-5452 or visit their website uhkf.ca

If you have any questions about (event name), please don't hesitate to contact me at (phone) or by email at (email). Donations can be sent to (address for mail and donations).

Thank you for considering a donation to support this event and Kingston's healthcare facilities!

Warm regards,

Name

Example: Darlene's Walk

March 24, 2020

John Smith
Account Manager
Scotia Bank
124 King Street, Suite 21
Kingston, ON K7K 2Z8

Dear John,

I am writing to invite Scotiabank to be involved in an exciting community event to raise money for pancreatic cancer research.

The organizing committee is asking the community to come together to support our fundraising event, Darlene's Walk. We are raising funds for pancreatic cancer research at Kingston Health Science Centre's KGH site. We are organizing this event in memory of our family member, Darlene, who passed away from pancreatic cancer in June 2019. The purpose of the event is to help raise awareness of pancreatic cancer, as well as raise funds to go towards research that studies genetic testing and early detection of pancreatic cancer

This year's event will be held on May 28, 2020 at the 1000 Islands Parkway trail in Kingston. It promises to be a first-class event and an excellent opportunity for local businesses to associate themselves with a worthwhile cause. We would like to ask for your support of this event through sponsorship or donation for the event. I have included the sponsorship opportunities in this package and would be happy to answer any questions you have.

We would be grateful for your support and are hoping you will partner with us for Darlene's Walk.

Funds raised will be directed through the University Hospitals Kingston Foundation (UHKF). UHKF is the charitable arm for the Kingston Health Sciences Centre (KHSC) and Providence Care. KHSC and Providence Care provide highly specialized care to more than 500,000 people throughout southeastern Ontario. To find out more about giving opportunities or to make a donation call 613-549-5452 or toll free 1-866-549-5452 or visit their website uhkf.ca

If you have any questions about Darlene's Walk, please don't hesitate to contact me at (613) 547-9898 or by email at Joe@gamil.com. Donations can be sent to 413 Terrace Crescent, Kingston ON, K7K 2Z6.

Thank you for considering a donation to support this event and Kingston's healthcare facilities!

Warm regards,

Joe Clark