

Sponsorship Letter Example

September 1, 2007

Mr. John Smith
ABC Co.
123 Street, NW
Roanoke, VA 24017

Dear Mr. Smith:

I am a current participant in the Roanoke Regional Chamber's Leadership Roanoke Valley (LRV) program that was established in 1983 to encourage community leadership and give participants a better understanding of issues facing the Roanoke region.

Participants (working as teams) are responsible for the planning and execution of an informative and educational program to present to fellow participants. Each group is responsible for underwriting/sponsorship for the program expenses.

The Governmental Affairs Team is planning to examine Eminent Domain and its effect on the public and private sector in southwest Virginia. The program will touch on special instances where property rights have been challenged for the public good and include a group exercise in which participants will evaluate a hypothetical eminent domain issue. Our program expenses are estimated at \$2,000. We are currently seeking sponsors who can help us offset these expenses. For a \$200 contribution, we will recognize your company on all printed materials another promotional media, as well as be recognized the day of the program.

We hope that ABC Co. will consider sponsoring our program. It will help to provide a better understanding of our region's needs for consensus building and community development, which affect the quality of life for the Roanoke region. Should you have any questions or need further information, please contact me at 540.983.1234.

Thank you for your support.

Sincerely,

Jane Doe
123 Co., Leadership Roanoke Valley - Class of 2008

Yes, I will contribute to Leadership Roanoke Valley's Governmental Affairs' program.
Enclosed is our check for \$_____.

Please make check payable and mail to the:
Roanoke Regional Chamber of Commerce Foundation
Include memo: Your contact information and LRV's Governmental Affairs' program
210 S. Jefferson St., Roanoke, VA 24011-1702