

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 for a great cause.

The **(Third Party Company)** is busy planning our exciting new event, **(Name of Event)**, with the proceeds going to **(designate which hospital and which area of the hospital you would like)**. 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 the donation of **(sponsorship)** or **(donation)** for the **(live auction) (silent auction) (prize table)**. Your contribution will be greatly appreciated.

University Hospitals Kingston Foundation is the fundraising arm for Hotel Dieu Hospital, Kingston General Hospital and Providence Care. Created in 2005, the Foundation raises money for programs, equipment, education and research that benefit the 500,000 people in Kingston and Southeastern Ontario served by the three teaching hospitals. To find out more about giving opportunities or to make a donation call 613-549-5452 or toll – free 866-549-5452 or go online to www.kingstonhospitalsfoundation.ca

I would be happy to speak with you about how you can help make this year's event a success. I can be reach at **(contact info)**.

Sincerely,

Name

Contact Information