

Date

Business ABC:

Winthrop University's XYZ Student Organization is preparing for the _____ event. XYZ Student Organization is an organization that _____. This event hosted by XYZ Student Organization will do/is for _____.

Use the first paragraph to talk about what the organization is and to explain the event/program the organization is having.

As we begin planning for the _____ event, I want to ask Business ABC to consider providing _____. (It is okay to be very specific about the items you want. Examples: XX gift certificates, food for XX people, XX items, etc. You may also leave this open ended. Examples: gift certificates, giveaway items, etc.) All proceeds provided by Business ABC will be used only for the _____ event sponsored by XYZ Student Organization on Month Day, Year.

Use the second paragraph to ask for the specific gift-in-kind item(s), support, sponsorship, etc. Also use this paragraph to share how the specific gift-in-kind item(s), support, sponsorship, etc. will be distributed. State what event date(s) the items will be used for.

I thank Business ABC for considering support of the _____ event, as we work to _____ (what event is for). The Foundation's Tax ID number is: 23-7378001. For further information about supporting this event, please contact Solicitor Name/Organization Contact at phone number and/or email address. Thank you for your time and consideration.

Use the third paragraph to thank the business for considering the support of the event. The Foundation's tax ID number should be listed in this paragraph ONLY IF the funds will go to a foundation account. Also share contact information in this paragraph.

Sincerely,

Solicitor's Name
Solicitor's Organization and Title