

SAMPLE REQUEST FOR FINANCIAL SPONSORS (USE YOUR LETTERHEAD)

Date

Company Representative
Company Name
Address
City/ST/Zip

Dear: *(insert rep name)*

Thank you for the opportunity to tell you about the NAWIC Education Foundation's Design Drafting Competition. The competition was designed to introduce your students to the construction industry in a positive and challenging manner, to foster a self-worth, to build confidence in the participants, and to encourage mentoring programs between students, educators and the industry.

This year ***(Insert sponsor name)*** is proud to sponsor the Design Drafting Competition for students from *(insert names of school, district or university)*

(Insert sponsor name) is seeking financial sponsors for the cash awards and other expenses of the competition. We hope to raise ***(insert amount needed)*** in prize money and would like each participant to leave the contest with gift certificates and merchandise. In addition, we would like to give our judges gifts for offering their time and expertise to the competition.

The judging for the competition will be held *(date)* at *(location)* and the prizes will be awarded no later than ***(date)***. ***(Insert sponsor name)*** truly appreciates your support of education in our community and your support of the construction industry.

Sincerely,

Competition Administrator
(Contact information)