



date

Contact name if you have it

Organization

Address

Zip, City State

Dear Local Business

I am writing you about an upcoming event at Name of School in your neighborhood. Our school will be participating in the Young Audiences' Run for the Arts fundraiser this year on date of run. Run for the Arts helps our school raise money to support arts programs throughout the year.

We are hoping to include more community members and local businesses in our efforts and invite your business to take part. We are asking you to contribute \$200 - \$500 or an amount that is comfortable for your organization.

All sponsoring businesses contributing more than \$100 will receive a special community supporter thank you in our parent newsletter that goes out to <how many students> local families.

If your organization would like to participate in this year's event as a sponsor, please contact me with the amount of your donation. All donations should be made out to "Run for the Arts" and are tax exempt.

Thank you for your time and consideration.

Sincerely,

<your name>

Run for the Arts Coordinator

School Name

School's Address

email address if you would like to be contacted by email

This is a sample. This template and all other memos available on our website ya-or.org.