

Family and Friends Sponsorship Letter

Instructions: This letter campaign is a great way to get started raising funds to help cover the costs of your trip.

Step 1 Start making a list of all your family and friends who you will be sending a letter to.

Step 2 Use the letter as a template when writing your own sponsorship letter. Be sure to look at the words in **BOLD** in case you need to change them based on your trip. Don't forget to un-bold the words before printing the letters.

You may wish to add a sentence or two on exactly what your sponsors will receive if they do help donate. Will you be sending them a postcard from the road? Hosting a get together to share photos? Hosting a dinner and giving a presentation?

Step 3 You might want to include a self-addressed return envelope with the letter so it will be easier for your friends and family to respond.

Step 4 Using the Sponsor Log, write down everyone who gave money towards your program. You will need this later to send thank you letters or invitations if you have an appreciation get-together when you return.

Step 5 You can send out a reminder letter, email, or call to anyone you may not have heard from. Sometimes a gentle reminder helps.

Step 6 Be sure to let your sponsors know how much their contributions meant to you. Send them a personalized thank you or invite them to an appreciation evening where you share your experiences and photos.

DATE

Dear **[family member/friend]**,

I am planning to participate in an educational trip to **our nation's capital, Washington DC, this summer**. This experience includes **laying a wreath at the Tomb of the Unknown Soldier, walking through America's past at Colonial Williamsburg, enjoying a traditional Amish dinner with a local family in Lancaster, and learning about those who immigrated here when I explore Ellis Island in New York.**

Currently I am asking my family and friends for financial sponsorship to help make this incredible experience happen, and I hope I can count on your support. I am excited to share my experience with my peers, family and friends when I return.

I have the opportunity to earn high school credit because of the many educational elements in my program. The program is designed to give me a hands-on learning experience of American history, of our government, and to help me develop skills to be a successful future leader.

I am looking to raise **[\$amount]** for my trip, which includes meals, transportation, accommodations, and educational activities. I am asking **[number]** people to donate **[\$amount]** to help me reach my goal. Is it possible for you to assist me by making a contribution? Also, if you have family or friends that I may not know but might wish to help, please pass this letter on to them.

Any sponsorship checks may be forwarded to me **in the enclosed, self-addressed envelope**. Any size of donation will help. Your generous contribution would enable me to share in this wonderful opportunity. Thank you in advance for your gracious consideration and support.

Sincerely yours,

[your name]