# SAMPLE SPONSOR LETTER TEMPLATE

#### [ORGANIZATION LOGO]

Organization Name

Address Line 1

Address Line 2

Phone Number

Website Address

[DATE]

Dear [NAME/ORGANIZATION/COMPANY]:

[HOST ORGANIZATION] is organizing an event in recognition of [National Prevention Week](https://www.samhsa.gov/prevention-week). Our organization’s mission is [BRIEFLY DESCRIBE MISSION AND REACH WITHIN COMMUNITY]. National Prevention Week, which [was/will be] held from May 12 to 18, 2024, is a national public education platform that showcases the work of communities and organizations across the country dedicated to raising awareness about the importance of substance misuse prevention and positive mental health.

I am writing this letter to invite you to be a co-sponsor or supporter of this event! As a leader in the community, your involvement with us in our prevention efforts is an opportunity for your organization to receive exposure and to join other individuals, organizations, and coalitions in our community to educate [INSERT TARGET AUDIENCE(S), E.G., YOUTH, PARENTS] about positive mental health, promote prevention efforts, and to create and strengthen community partnerships.

[HOST ORGANIZATION] will be holding [NAME OF EVENT OR ACTIVITY]. The purpose of this event is to [DESCRIBE PURPOSE].

Community sponsors are the primary source of funding for this event and will help ensure its success. You can provide support in the following ways:

* Be a co-sponsor or event supporter through a monetary donation. Your company logo will be placed on materials to promote the event.
* Donate [IDENTIFY MATERIALS OR IN-KIND DONATIONS NEEDED].
* Participate on our planning committee.
* Volunteer at the event.
* Sponsor or host an event at your facility.
* Provide information to clients or patrons about the activities and initiatives that take place during National Prevention Week.

Enclosed is a sponsorship form that gives information on sponsorship levels. Beyond your sponsorship, we welcome you to join us by participating in [NAME OF EVENT]. We look forward to hearing from you. For more information about this event, please contact [INSERT CONTACT NAME, PHONE NUMBER, AND EMAIL ADDRESS].

On behalf of [HOST ORGANIZATION], we thank you for your support.

Sincerely,

NAME

TITLE

[Enclosure: Event Sponsorship Form]

**Event Sponsorship Form**

**[HOST ORGANIZATION’S NAME]**

**[EVENT NAME]**

**Held in Observance of SAMHSA’s National Prevention Week**

[EVENT DATE]

[BRIEF EVENT DESCRIPTION]

Please consider the following ways you can make the [EVENT NAME] a success!

Deadline for sponsorship: [INSERT DATE]

**Corporate Sponsor $ [INSERT AMOUNT]**

Company name/logo displayed at events

Company name/logo mentioned in all advertising

[INSERT OTHER FORMS OF RECOGNITION, E.G., THANK-YOU AD IN LOCAL NEWSPAPER, ACKNOWLEDGMENT ON ORGANIZATION WEBSITE AND/OR SOCIAL MEDIA PROFILES]

**Event Supporters**

[INSERT FORMS OF RECOGNITION, E.G., THANK-YOU AD IN LOCAL NEWSPAPER, ACKNOWLEDGMENT ON ORGANIZATION WEBSITE AND/OR SOCIAL MEDIA PROFILES]

$300

$100

$50

$250

$75

[ ] Become a corporate sponsor or event supporter

[ ] Sponsor [INSERT TYPE OF IN-KIND DONATION]

[ ] Participate on planning committee

[ ] Volunteer at event

[ ] Sponsor/Host event at your facility

Business Name:

Contact Name:

Contact Phone:

Contact Email:

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Please email your company artwork to [EMAIL ADDRESS].

Please mail this completed sponsorship form to [CONTACT NAME AND MAILING ADDRESS] or email it to [EMAIL ADDRESS].

**Donations of raffle prizes are welcome, too.**

**We gladly accept any items you are able to provide.**