

## Sample Letter to Business/Organization

Date

Ms. Jane Smith  
Vice President  
ABC Corporation  
100 South St.  
City, CA, 00000

Dear Ms. Smith,

I am a junior at (Name of your High School) here in (town/city I have been selected as a National Youth Correspondent to attend the Washington Journalism and Media Conference this summer. I was selected because of my excellent academic record and sincere interest in journalism and the media, and attending the program could help me decide on a college and a career. However, the tuition for the Conference is more than my parents and I can contribute, so I am writing to ask if you will sponsor me with a financial contribution.

The Washington Journalism and Media Conference is a once in a lifetime opportunity. The Conference will be held at George Mason University, located just outside Washington, D.C. As a National Youth Correspondent, I will be recognized as one of the most promising young leaders in journalism and will join top students from across the country to share in this unique experience. I will take part in educational seminars, meet and interact with industry leaders and be challenged to work with my peers through simulations and group discussions. In addition to this amazing experience, I will also earn one college credit for my work. I will develop my leadership skills and gain a greater insight into the issues surrounding careers in journalism and the media.

My participation in this conference depends on whether I can raise \$\_\_\_\_\_ in sponsorships. The conference tuition is \$2500.00 and my travel to the conference will be \$\_\_\_\_\_. I will be investing all my resources to attend this conference and through my friends and family, I have already raised \$\_\_\_\_\_.

That leaves me with a balance \$\_\_\_\_\_, and I am hoping that (insert name of business or organization) will consider sponsoring me with some or all of these costs. I have also contacted (list other organizations you are soliciting) for their financial assistance. My tuition must be paid no later than June 1.

Thank you in advance for considering my request. I will contact you in the next few days to discuss the possibility of receiving your support. Please feel free to contact me (email and phone) if you have any questions. I look forward to talking with you.

Sincerely,

Mary Smith