**Donation Request Letter**

{Date}

{Salutation} {First Name} {Last Name}

{Title}

{Company}

{Address #1}

{Address #2}

{City}, {State} {Zip}

Dear {Salutation} {Last Name},

Florida Gulf Coast University {sport} Sport Club Team is an opportunity for students to continue to pursue athletic accomplishments while furthering their education. The {sport} team represents the University in competition against schools throughout the region {and the nation}. Unlike NCAA sports, club teams receive only modest support from the University. As a result, club athletes must finance most of their equipment, uniforms, and travel expenses.

{Insert a paragraph about your team – when it was founded, how many members, recent accomplishments, community service efforts, other supporters}

In order to defray the cost for team members and make it possible for as many athletes as possible to participate, the Club {sport} team at FGCU is seeking sponsorship from local businesses to show their support for our athletes.

Benefits of sponsorship can include {list a few benefits}.

We respectfully request that you review the enclosed sponsorship opportunities and consider supporting the team at the {level}. A team member will be following up with you in the next several weeks. In the interim, if you have any questions, please feel free to call or email me at {phone number} or {email}.

Thank you for your consideration.

Regards,

{Name}

{Major}{Anticipated graduation year}

{Club} {Title}

# **Sponsorship Levels**

**{Add team photos to make this a compelling piece}**

**Florida Gulf Coast University {Sport Club}**

**Sponsorship Opportunities**

**Platinum Level {or something sport related} - $XXXX**

* Benefit
* Benefit
* Benefit
* Benefit

*Fair Market Value: $XX*

**Gold Level {or something sport related} - $XXX**

* Benefit
* Benefit
* Benefit

*Fair Market Value: $XX*

**Silver Level {or something sport related} - $XXX**

* Benefit
* Benefit

*Fair Market Value: $XX*

**In-Kind Sponsorship**

*The team is always in need of {list equipment, food, beverages, etc.). Please contact us to discuss the benefits of in-kind sponsorship.*

**For more information, please contact: {Name} {Title} {email} {phone}**

Please make checks payable to FGCU Campus Recreation with the designation of [Insert Sport Club]. Mail sponsorship payment to:

University Recreation & Wellness Center

10501 FGCU BLVD S

Fort Myers FL 33965

# **Thank You Letter**

{Date}

{Salutation} {First Name} {Last Name}

{Title}

{Company}

{Address #1}

{Address #2}

{City}, {State} {Zip}

Dear {Salutation} {Last Name},

Thank you for your support of the Florida Gulf Coast University’s {Sport} Club. Thanks to sponsors like {company}, the team was able to {insert accomplishments of event or season}.

Enclosed you will find {program, photos of banners/t-shirts/bags, web site screenshots, etc.} showing {Company}’s support of the team.

As a current sponsor, we would like to offer you the right of first refusal to continue sponsoring the {sport} team next season. One of our members will be reaching out to you in {month} as we prepare for another successful season.

Thank you again for your support.

Regards,

{Name}

{Major}{Anticipated graduation year}

{Team} {Title}