

NAME, ADDRESS OF SPONSOR ORGANIZATION
CONTACT NAME AND INFORMATION

DATE

INSIDE ADDRESS

Dear _____,

Memorial Day is eight weeks away, but for me it is a year-round planning event for our children and community veterans at _____ (WEBSITE) We sponsor this program the Friday prior to Memorial Day, in order to prepare and teach our children the wonderful message of heroism which envelops this holiday.

This program touches the hearts and minds of many veterans in your community. Our program is attended by the (NAME VARIOUS VET POSTS THAT ATTEND OR ARE INVITED) They are joined by our own parish veterans, along with several state and federal legislators who attend the program.

Our program costs approximately \$COST to produce. I am hoping that NAME OF DONOR will find itself in a position to support us both monetarily and spiritually. I am mindful of the amount of exposure your name would receive by assisting our organization with the sponsorship of this beautiful program. Your donation will be used for a variety of production expenses, including the supplies needed to honor our veterans with a full luncheon to thank them for their service. At this time, I am asking if DONOR would be able to donate \$AMOUNT REQUESTED to help support our program.

I have enclosed a copy of the program from PRIOR YEAR, which is presented to everyone in attendance, and would bear your name, along with HOST ORGANIZATION, as the sponsor. Our press releases are also sent to the three local daily newspapers in the surrounding area (NAME THEM HERE) and several weeklies. Announcements are also made several weeks before and after the event in our parish bulletin. Additionally, I contact the four major TV stations, and I am hopeful that one of them will cover our program this year. DONOR would also be named as a sponsor in our school newsletter and on the PowerPoint projection prior to and after the program.

I would love for you to attend our program this year and am hoping that it will fit into your schedule. I would like you to experience what you support! If you have any military veteran employees, certainly they should attend!

Thank you in advance for the consideration you will give this project!

Sincerely,

CHAIRMAN NAME
HOST ORGANIZATION
Memorial Day Remembrance Chairman