\*\*Anything in Red is optional based on what you are requesting sponsorship for. \*\*

{Place Class Logo Here}

Date

Employee/Contact Person  
Company Name  
Address of Company

To {Contact Person},

This letter is regarding an application for sponsorship of {insert amount} to support the {insert event title} event at the Ontario Veterinary College at the University of Guelph. {insert event title} is an event run by {insert club name} at OVC. {insert purpose from sponsorship form}. {insert education piece form sponsorship form}.

Planning of this event is the responsibility of the {insert club} at OVC, which this year is the class of {class year}, or as we prefer to be called, the {class mascot}. There are several associated costs involved in planning this event with which we are hoping to receive funding for. We are requesting your support of {insert amount}. {Insert what the money is for from sponsorship form}. However, any amount of funding to help us plan and execute this event would be greatly appreciated.

Should {company name} decide to support our event, you will receive {insert donor recognition from sponsorship form}. Thank you very much for your consideration, and should you decide that you would like to support {insert event} please make the cheque payable to {Student Club} or to the University of Guelph and mail a cheque to:

If cheque is made payable to the **student club**, please mail it to:Ontario Veterinary College (OVC) | University of Guelph |{Student Club Box # ---} |   
50 Stone Road East | Guelph ON | N1G 2W1

If cheque is made payable to the **University of Guelph**, please mail it to:Ontario Veterinary College (OVC) | University of Guelph | Stefanie Sharp | 50 Stone Road East | Guelph ON | N1G 2W1

Sincerely,

{Your Name},

{Student Club}