

\*\*SAMPLE SPONSORSHIP REQUEST COVER LETTER\*\*

August 20th, 2014

Dr. Susan Little
Pharmacy Company 123
30 Pharmacy Company Dr.
Guelph ON N1K 1K1

Dear Dr. Susan Little,

This letter is regarding an application for sponsorship of $1000.00 to support the Panther Club Arthritis Lunch Talk at the Ontario Veterinary College at the University of Guelph. The purpose is to educate students on how to properly treat arthritis in panthers. Surgery and medicinal treatments will be discussed. The students will learn how to treat panthers for arthritis and what the pros and cons are for surgery versus medicinal options.

Planning of this event is the responsibility of the Panther Club at OVC. There are several associated costs involved in this event which we are hoping to receive funding for. We are requesting your support of $1000. The money will be to help pay for the pizza, dessert, drinks and hospitality service cost. However, any amount of funding to help us plan and execute this event would be greatly appreciated.

Should Pharmacy Company 123 decide to support our event, we will announce at the beginning of the Lunch Talk that Pharmacy Company 123 has generously sponsored the event and you will also be thanked at the end of the event. If you have a banner, we would gladly set it up at the front of the room. Thank you very much for your consideration, and should you decide that you would like to support the Panther Club Arthritis Lunch Talk please make the cheque payable to the Panther Club or to the University of Guelph and mail the cheque to:

If cheque is made payable to the **student club**, please mail it to:Ontario Veterinary College (OVC) | University of Guelph |{Stefanie Sharp Box # 001} |
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}