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

{Place Class/Club Logo Here}

Date

Employee/Contact Person  
Company Name  
Address of Company

To {Contact Person},

The {Club Name} at OVC would like to thank you for your sponsorship of { Sponsorship Amount $} received on {Date received money} on behalf of {Company Name}, in support of the {Event Name}*.* Through sponsorships such as yours, many student clubs at the University of Guelph are able to do worthwhile activities that benefit our education and learning.

{Paragraph on what your club does, what the goal and mission are}.

Your sponsorship to {Student Club} makes a significant difference in the lives of students and animals, and we truly appreciate your support. Please keep an eye out for some photos of the event we will send afterwards.

On behalf of the University of Guelph, the Ontario Veterinary College and {Student Club}, we are truly grateful to {Company Name}for your thoughtful and continued support of {Student Club}

Sincerely,

{Your Name},

{Student Club}