

Business Community Supporter Letter

DATE

«Name»

«Address_1»

«Address_2»

«City», «State» «Zip»

Dear «Name»:

Every day the teachers and staff at the School of the Blessed Sacrament (SBS) work tirelessly to develop each child's full academic potential and instill strong ethical values. Located on the Upper West Side of Manhattan, SBS is a Pre-K through Eighth grade Catholic elementary school, which celebrates diversity, and provides a liberal arts education for the whole child. Founded in 1903, SBS is a pillar in our community.

As a member of the business community in New York City, **COMPANY'S NAME** has a stake in the care and education of the children in our area. I'm writing to request **COMPANY NAME** supports the success of SBS by being a _____ sponsor and making a donation in the amount of _____ to SBS's annual fundraising event, which will take place on _____. This level of commitment will entitle **COMPANY NAME** to _____.

This year's event will be a fun evening of cocktails, hors d'oeuvres and friendship, featuring a silent auction with priceless experiences. In 2017 we raised over \$125,000. With your help, we hope to set the bar higher, and raise even more money for programs that include:

- A campus transformation to our W52nd Street Campus, including new science and technology labs and library.
- Improvements to our preschool program, including gross motor development and special needs assessment.
- Financial assistance to relieve the burden of tuition costs

For your convenience, I have enclosed information about the sponsorship level requested as well as additional sponsorship levels available. I will contact you over the next two weeks to answer any questions you might have and learn more about your interest in involvement. In the meantime, please do not hesitate to contact me at _____.

On behalf of the School of the Blessed Sacrament, staff, young students and their families, thank you for considering an early commitment. Your generosity is crucial to our success, and we hope to see you on March 9th!

Sincerely,