Dear Sir or Madam (preferably get a name);

My name is \_\_\_student name\_\_\_\_\_. I am a \_\_\_grade\_\_\_\_ in high school and a member of \_\_\_\_\_\_\_team name\_\_\_\_\_\_, a FIRST Tech Challenge robotics team.

On behalf of \_\_\_\_\_team name\_\_\_\_, I would like to ask your consideration for sponsorship for our \_\_\_\_\_insert year\_\_\_\_ season which began on \_\_\_date\_\_\_.  It is through the generous sponsorship of companies like yourself that we are able to purchase the needed supplies that have made us a competitive team, (give your team’s single best achievement at competition). Furthermore, it is because of our generous sponsors that we able to learn so much and develop our skills so we can someday be qualified and capable employees of a company like yours.

Our sponsor letter and team flyer are attached for your information.  Please contact us if you have any questions. We would love to have you as one of our amazing sponsors. Thank you for your consideration.

​

\_\_\_\_student name\_\_\_\_\_, member of \_\_\_team name\_\_\_\_\_\_\_