Sample Sponsorship Letter

# Your Letterhead

Dear ( )

I am writing to see if you and (*Company Name)* would be interested in sponsoring a presentation for the members of *(Your Organization).* We would like to invite Patricia Raymond M.D. FACG to present a program on how medical personnel might restore their passion and fun in our profession.

The program would be *(title).* Engaging in exercises and laughter, our participants will learn techniques for (*improved self care in daily life and in the endoscopy suite/operating room/med-surg unit; creating time for oneself; responding to the increased demands and challenges of the operating room or hospital, and coping with difficult people and situations – replace as needed, assistance available).* This program is presented by Patricia Raymond M.D. FACG, and has been presented to audiences across the United States and in Canada and Australia. More detail about Dr. Raymond and her presentations is available at her website, www.RxForSanity.com.

The program would be held on *(Date, Time, Location).* Your generous sponsorship would be highlighted by *(select from following list as applicable)*:

* + Company name in meeting announcements and promotional materials
	+ Your generous sponsorship noted in Dr. Raymond’s introduction
	+ An opportunity to introduce the program and the speaker.
	+ Free booth space or table to showcase products or services.
	+ Signage recognizing contribution at event.
	+ Acknowledgement on program learning materials.

You and any other representatives of (*Name of Company)* would be most welcome to attend so that we could thank you personally for your support.

The estimated audience of (*Number) (physicians, nurses and other support staff)* would benefit tremendously from your generosity. The cost to sponsor the educational program would be *(Cost).* I would be most appreciative of a telephone call to let me know of your interest.

You may reach me at *(Phone Number).*  I look forward to hearing from you. Thank you for considering this request.

Sincerely,