

Date: **(DATE)**

Dear **(Potential Sponsor):**

The **(Club Name)** are hosting a **(type of competition)** on **(competition date).** The tournament location will be at the **(Facility Name)**. At this one-day event we will have over **(150)** participants, athletes, coaches and volunteers from all across Ontario competing in our tournament at various ability levels.

Special Olympics Ontario is a volunteer driven organization with some 23,425 athletes that have intellectual disabilities and 11,200 volunteers registered across the province. Athletes range in age from two to eighty and have the opportunity to train in nineteen official sports.

We would be most appreciative if your company would be able to make a donation in any one of the following areas to ensure we can have a successful event:

1. Lunch, snacks/treats for athletes
2. Supplies – folders, markers, poster paper, tape, etc.
3. Volunteers to help out on the event
4. A Financial donation

A tax receipt will be provided by Special Olympics Ontario for receipts provided for items donated. Also, we will post a list of sponsors in the program. If you have any marketing materials that you would like posted for the day, we would be happy to accommodate you.

Please don’t hesitate to contact the below organizers if you should require more information.

Thank you so much for your consideration and please don’t hesitate to reach out with any further questions.

Best regards,

**(Name)  
(Position)  
(Cell Phone)  
(Email)**

*“Let me win, but if I cannot win, let me be brave in the attempt” Athletes Oath*