**(Sample Sponsorship Letter – needs to be edited)**

(Insert your centre Logo Here)

Roy Johnston
Harris Park Motors
Harris Street
Harris Park NSW 2150

1 September 2020

**Re: Sponsorship Opportunity – Harris Park Little Athletics Centre**

Dear Mr Johnston,

My name is Amanda Charles and I am the President of the Harris Park Little Athletics Centre (LAC). The Harris Park LAC is a very popular Little Athletics Centre based at the Harris Park Playing Fields, in Harris Park.

The centre has been running for nearly thirty years now and in that time we have had over 12,000 young people enjoy the modified track and field activities that we offer. The centre also has very strong links to its local community and to the Harris Park Primary School.

We are very proud of our achievements and the hard work of a lot of people connected with the centre has also led to on-field success. Last season, our centre had 25 members participate in the Little Athletics NSW State Championship, four of which brought home a medal. As you are probably aware, our athletes are feature regularly on the sports pages of the local papers.

There are however many expenses connected with running the centre and for funding we rely solely on our own fundraising events and the support of local businesses. We are seeking a new sponsor for the coming season and if possible, we would very much welcome the opportunity to speak to you about this. Harris Park Motors is a major presence in the area and we feel a partnership would work very well.

The major expense for the centre is paying our share of the upkeep costs of the facilities at Harris Park Playing Fields. In return for your sponsorship we would of course be willing to wear the Harris Park Motors logo on our centre shirts and for you to be listed as our key sponsor on all our centre literature, social media platforms and monthly newsletters. Additionally, we are hoping to find a sponsor that becomes as much a part of our centre as our members, therefore opening up opportunities for ongoing promotion.

We do hope that this is something you might be willing to consider. We would welcome the opportunity to present you with a formal proposal and speak with you further about this. I will contact you next week to see if you would like to arrange a time to meet.

Thank you for giving this request your consideration.

Kind regards,

Your address:

90-92 Harris Street

Harris Park NSW 2150

Locked Bag 85

Parramatta NSW 2124

Tel 02 9633 4511

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littleathletics.com.au

Amanda Charles
Harris Park LAC