*All highlighted portions below should be updated to match your specific needs in hosting this event. Delete this green text before printing or emailing.*

Date

Dear [Recipient Name / Sponsor],

My name is [Your Name], and I am the [Vice President of Philanthropy/Alumnae Philanthropy Chair] for the [Chapter Name] Chapter of Delta Zeta Sorority at [University Name]. I am excited to share that we will be hosting our signature philanthropy event, Hike for Hearing and Speech, on [Date and Time] at [Location].

This event brings together [University Name] students and members of the surrounding community in support of Delta Zeta’s philanthropy: hearing and speech. Through this event, the [Chapter Name] Chapter is proud to support hearing and speech through our global philanthropy partner Starkey Hearing Foundation and our local philanthropy partner [add name of local partner, if applicable].

* **Starkey Hearing Foundation** provides hearing healthcare services to people in need around the world, helping them reconnect with their communities and lead more empowered lives. Their work focuses on access, education and sustainable hearing care.
* [Add info about local partner, if applicable.]

To help these organizations continue their meaningful work, we are seeking sponsors for our event. We kindly ask you to consider supporting our event through one of the following sponsorships available:

**Level 1 Sponsorship – $[X]**

* Recognition as an official event sponsor.
* Your organization’s logo displayed on event flyers and/or your website featured on our CrowdChange page.

**Level 2 Sponsorship – $[Y]**

* All Level 1 benefits.
* Your organization’s logo printed on event t-shirts.

**Level 3 Sponsorship – $[Z] or more**

* All Level 1 and 2 benefits.
* Opportunity to host a booth at the event.

In addition to monetary sponsorships, we are also seeking in-kind donations such as gift cards or merchandise to be included in our event raffle baskets.

Checks can be made payable to [Chapter Name] and mailed to the address listed below. Donations can also be submitted directly via [CrowdChange link]. If you are contributing to a sponsorship level and wish to have your logo included in promotional materials, please email the logo and donation confirmation to [Email Address] by [Deadline].

**Mailing Address:**

Delta Zeta Sorority – [Chapter Name]

Attn: [“Vice President of Philanthropy”]

[PO Box or Chapter Address]

[City, State, ZIP Code]

Please note that while all donations will support a worthy cause, **they are not tax-deductible**. If your organization requires a tax-deductible contribution option, we are happy to work with you to facilitate that. *Reach out to* *arees@deltazeta.org* *to get the correct tax-deductible information for the sponsor. Delete this green text before printing – event organizers should reach out, not sponsors.*

Should you have any questions or need additional information, please feel free to reach out to me directly at [Phone Number] or [Email Address].

Thank you for your time, generosity, and consideration. We hope you will join us in making a difference through Hike for Hearing and Speech.

Truly,

[First & Last name]

[Vice President of Philanthropy or Other Title]

Delta Zeta Sorority – [Chapter Name] Chapter

[email address & phone number]