Once your event location is confirmed, use the letter below to request support from nearby stores or restaurants. Be sure to check with the location’s management first — they may have rules about outreach or a preferred way to connect with tenants.

Example: If your walk is in a mall or park, this letter could be dropped off at businesses along the route.

Don’t forget to delete this note and customize the highlighted sections below before sharing.

[Date]

Dear [Name/Manager],

I hope this message finds you well. My name is [Your Name], and I’m reaching out on behalf of the [Chapter Name] Chapter of the Delta Zeta Sorority to share an exciting upcoming event and explore a potential collaboration with the businesses located in [Venue] on [Date].

Delta Zeta will be hosting our annual Hike for Hearing and Speech event — a walk through [Venue] from [Start Time] to [End Time] — to raise awareness and support for our national philanthropy, hearing and speech, through our partnership with, Starkey Hearing Foundation. Starkey provides hearing healthcare to individuals in under-resourced communities around the world.

We are expecting approximately [Number of Attendees] participants and are seeking to partner with local restaurants and stores in [Venue] for the event. Specifically, we’re hoping to identify businesses that might be willing to:

* Offer a special discount for attendees.
* Contribute a small percentage of sales from the event day toward our fundraising efforts.
* Help spread awareness by displaying signage or flyers.

We would be thrilled to partner with [insert business name] in support of hearing and speech. Please feel free to reach out with any questions or to discuss further details — I’d be happy to connect! Thank you for your time and consideration.

Warm regards,  
**[Your Full Name]**  
[Your Position/Title, if applicable]  
Delta Zeta Sorority – [Chapter Name]  
[Phone Number] | [Email Address]