[INSERT DATE]

Dear [INSERT POTENTIAL SPONSOR NAME]:

My name is [YOUR NAME], and I am a member of the Key Club of [YOUR SCHOOL NAME]. I have a great opportunity to attend the District Education and Leadership Conference in Daytona Beach, FL on April 13-16, 2023.

Key Club International is a student-led organization with over 200,000 members worldwide and over 20,000 members in the Florida district. Key Club is a 501(c)3 non-profit dedicated in developing the next generation of leaders through service. Key Club is a Service Leadership Program under Kiwanis International.

[WHAT YOU PLAN TO DO AND LEARN WHILE AT EVENT]

I would be grateful in your assistant to help me get there. Before I can attend the District Conference, I need to raise enough money to help pay for my registration which includes lodging, meals, and conference materials.

Key Club encourages members to contribute one-third of the costs themselves before asking their Key Club to fund another third. Then we ask [OUR SPONSORING KIWANIS CLUB/LOCAL BUSINESSES] to help fund the final third.

To attend [EVENT NAME], I still need $[AMOUNT]. If you can’t give that much, I hope you’ll consider a smaller donation. Anything will help in getting me to this education filled weekend.

Please mail your donation check to me at the address below — or, if you prefer, I can meet you during one of our club meetings at [YOUR SCHOOL NAME] to collect the money and thank you. I will follow up with you within two weeks of receiving your donation.

My registration deadline is [INSERT DATE]. Please let me know if you’ll be able to support my trip by that time.

After [EVENT NAME], I’d be happy to follow up with a report on my experiences. Thank you for supporting me and my Key Club!

Sincerely,

[SIGNATURE]  
[NAME]  
[ADDRESS]