[Date]

[Recipient Name]

[Company]

[Address 1]

[Address 2]

[City], [State] [Zipcode]

Dear [First Name],

The Phi Sigma Sigma chapter at University Name will be hosting our inaugural Founders’ Day 5K on Month #, 2022 in celebration of our national organization’s founding on November 26, 1913. This event is open to all university students, alumnae, family and the local community.

All proceeds from the event will benefit the Phi Sigma Sigma Foundation’s Community Impact Fund. We will be able to use these proceeds to further our cause of school and college readiness, and directly benefit our local partner school, school name (if local partner has been determined).

We are reaching out today to invite you to sponsor this year’s Founder’s Day 5K. By sponsoring the event with a cash gift or in-kind donation, you will gain additional exposure for your business amongst the university and local community.

We hope you will join us as part of this annual event! Thank you in advance for your support and partnership. Feel free to reach out should you have any questions.

Sincerely,