[Your Chapter Name]

[Your School Name]

[Your School Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Business Name]

[Business Address]

[City, State, ZIP Code]

Dear [**Business Owner/Manager**],

Subject: Sponsorship Request for [**Your FCCLA Chapter**] National Conference T-Shirts

I trust this letter finds you well. My name is [**Your Name**], and I am reaching out to you on behalf of [**Your FCCLA Chapter**] at [**Your School]**. We are excited to inform you that our chapter has the privilege of attending the National Leadership Conference (NLC) in Orlando, FL, from July 5 to July 9, 2025.

As part of our participation, we are designing custom T-shirts to represent our chapter and create a lasting memory for our members. We are seeking support from local businesses to help make these T-shirts a reality. Your contribution will assist us in covering the costs of the T-shirts and provide an excellent opportunity for your business to gain exposure within our community and among the conference attendees.

We are offering three sponsorship levels, each with unique benefits:

|  |  |  |
| --- | --- | --- |
| **Bronze Sponsorship - $100**   * Business name on the back of our T-shirt. * Recognition on our chapter's social media platforms. | **Silver Sponsorship - $250**   * Business logo on the back of our T-shirt. * Recognition on our chapter's social media platforms. | **Gold Sponsorship - $500**   * Prominent logo placement on the back of our T-shirt. * Recognition on our chapter's social media platforms. * An acknowledgment plaque presented to your business during a local event. |

By sponsoring our T-shirts, your business will not only support the growth and development of local youth leaders but also benefit from positive exposure and recognition. We believe this partnership will be mutually beneficial and demonstrate your commitment to investing in the future of our community.

If you are interested in supporting our chapter through this sponsorship opportunity, please let us know at your earliest convenience. We would be delighted to discuss this further and explore ways to tailor the benefits to better suit your business.

Thank you for considering our request, and we look forward to the possibility of partnering with [**Business Name**] to make the National Leadership Conference a memorable and impactful experience for our chapter.

Sincerely,

[Your Full Name]

[Your Position in FCCLA Chapter]

[Your Contact Information]