

{Date}

{Salutation} {First Name} {Last Name}  
{Title}  
{Company}  
{Address #1}  
{Address #2}  
{City}, {State} {Zip}

Dear {Salutation} {Last Name},

Oakland University's Club {sport} team is an opportunity for students to continue to pursue athletic accomplishments while furthering their education. The {sport} team represents the university in competition against schools throughout the region {and the nation}. Unlike NCAA sports, club teams receive only modest support from the university. As a result, club athletes must finance most of their equipment, uniforms and travel expenses.

{Insert a paragraph about your team – when it was founded, how many members, recent accomplishments, community service efforts, other supporters}

In order to defray the cost for team members and make it possible for as many athletes as possible to participate, the OU Club {sport} team is seeking sponsorship from local businesses to show their support for our athletes.

Benefits of sponsorship can include {list a few benefits}.

We respectfully request that you review the enclosed sponsorship opportunities and consider supporting the team at the {level}. Your contribution may be tax deductible (minus the fair market value). A team member will be following up with you in the next several weeks. In the interim, if you have any questions, please feel free to call or email me at {phone number} or {email}.

Thank you for your consideration.

Regards,

{Name}  
{Major}{Anticipated graduation year}  
{Team} {Title}