*Please see a draft letter below for your customization. Everything in blue can be customized to meet your event’s needs and then turned black.*

Hi Name,

I represent \_\_\_\_\_\_(school, school district, education org)\_\_\_\_\_ and I'm reaching out because we need your support! We're throwing a College Signing Day event on \_\_\_\_(date)\_\_\_\_ to celebrate our high school seniors that have made a commitment to their higher education.

College Signing Day is an event hosted every year by former First Lady Michelle Obama, and we are thrilled to take part in a network of over 1,200 events nationwide (in all fifty states!) right here in \_\_\_\_(city)\_\_\_\_. Celebrating our seniors' success means more than a party—it means they know we are proud of their hard work, invested in their futures and excited to see what they do next.

We would love it if you would donate to our College Signing Day. We're looking for support so we can pay for/provide:

* Refreshments for the event
* Wearable, fun items for students (t-shirts, buttons, stickers, etc.)
* Signage for the event
* Notable speakers from the community to encourage students

Your donation will do more than just excite current seniors. It will show up-and-coming students what they have to look forward to as they make the same, awesome choices. We hope to be partners for years to come, and thank you in advance for your consideration.

If you have any questions, you can learn more about College Signing Day [here](https://www.bettermakeroom.org/college-signing-day/).

Best,

Your Name

P.S. We are ready and willing to show appreciation for our sponsors by way of our \_\_\_\_social media/email database/signage/etc.\_\_\_\_.