**College Signing Day Sponsor Letter Template**

Customize everything in blue to meet your event’s needs.

Dear Name,

\_\_\_\_\_\_(school, school district, organization)\_\_\_\_\_ is throwing a College Signing Day event to celebrate our graduating seniors who have made the commitment to complete their education past high school, and we need your help to make the day special. I am \_\_\_\_\_(your name)\_\_\_\_\_, a \_\_\_\_\_(title/role)\_\_\_\_\_\_\_, and we hope to make this celebration very special for our students. We will host our signing day on \_\_\_\_\_\_\_(date)\_\_\_\_\_\_\_ and will recognize students who plan to attend any college, university, community college, other education or training program or to join the military.

Former First Lady Michelle Obama started celebrating College Signing Day at the White House as part of the Reach Higher initiative. As the tradition continues, we are thrilled to take part in a network of over 1,500 events nationwide 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 appreciate it if you would donate to our College Signing Day. We're looking for support so we can 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 all students that they matter and that their community supports them. Thank you in advance for your consideration.

If you have any questions, please contact me at \_\_\_\_\_\_\_\_\_\_(phone number or email address)\_\_\_\_\_. You can learn more about College Signing Day www.bettermakeroom.org/college-signing-day.

Best,

Your Name

P.S. We will acknowledge and appreciate our sponsors by way of our \_\_\_\_social media/email database/signage/etc.\_\_\_\_. We hope to add your name.