



[DATE]

Dear parent/guardian,

I hope this letter finds you well.

As you will be aware, physical education and sport is a fundamental area of our school's provision and offers vital experiences, skills and opportunities to all young people at our school. Since I have been working at the school, I have been seeking the best way to make our extracurricular activities, clubs and teams as high quality and sustainable as possible. As you know, my staff and I are completely dedicated to this provision and wish to make it even better going forward.

For these reasons, I am beginning a project to engage with local businesses and entrepreneurs to support the students at our school by sponsoring a range of activities and teams. In the coming weeks, I will be writing to local businesses and seeking their support and engagement in this exciting project. Before I do so, I wanted to write to the school's own community (you) to see if your business or the business that you may work for would be interested in this opportunity. The local community has hundreds of small and medium enterprises who could benefit from a sponsorship arrangement and you may be or know the right person to approach first. If this is the case, I would be grateful if you would contact me. There are two ways to contact me. Either complete the return slip attached to this letter or email me directly via [email address].

I would like you to be aware that we have a thorough and clear plan for how sponsorship can be an excellent model for all involved and our very clear intentions are the following:

- To make extracurricular activities, clubs and teams as high quality as possible
- To make high-quality extracurricular activities, clubs and teams sustainable over time

The sponsorship agreements we make with local businesses are mutually beneficial and provide excellent exposure to the local community in a very positive light.

If you believe that you are the right person to contact or you know someone who would be, I would be grateful for you reaching out as described.

Thank you in advance and have a wonderful day.

[Signature] [Name, surname, job title]



### Sponsorship opportunity

If your company or the company you work for might be interested in sponsoring the extracurricular sports provision at Wiggleton-by-Sea High School, please complete this form and send it to Wiggleton-by-Sea High School, Pinewood Avenue, Wiggleton-by-Sea, WG1 1AA.

Your name:

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Your surname:

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Company name:

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Do you own this company?     Yes     No    (Please tick as appropriate)

Your role within the company:

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Your phone number:

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Your email address:

.....

Best time to contact you:     Daytime     Evening     Other:.....

Comments:

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You can also send us this information via email to [email address].

Thank you!