

# SAMPLE SPONSORSHIP LETTER

*During your fundraising efforts, refer to this sponsorship letter as an **example** of how to structure your own. Prior to contacting any businesses, please be aware that Doctors Without Borders/Médecins Sans Frontières (MSF) Canada does not accept funds from businesses with a significant source of income deriving from industries such as arms, pharmaceuticals, tobacco or mineral extraction in countries where MSF works.*

[Date]

Name  
Company Name  
Address  
City Prov.  
Postal Code

Dear [Name]:

I am contacting you to ask for [company name]'s support of [your event name], a fundraiser on behalf of Doctors Without Borders/Médecins Sans Frontières (MSF). The event will be held at [location name] on [date] and we would like you to be a part of this unique fundraiser.

The community has held this event [describe the event and the past success of the event or why you are holding an event]. This year, we have chosen to fundraise on behalf of MSF because of their humanitarian medical work around the world. MSF is an international and independent medical humanitarian relief organization that provides aid in over 70 countries to people affected by conflict, epidemics, disasters or exclusion from healthcare. In 1999, MSF received the Nobel Peace Prize for their humanitarian work. For more information about MSF, visit [www.doctorswithoutborders.ca](http://www.doctorswithoutborders.ca)

The [event name] will attract a wide variety of people, bringing together approximately [## guests] from the local area who are coming to support our goal of raising [fundraising goal] for MSF. Proceeds from ticket sales and a silent auction will be donated to MSF. Local media will be present throughout the day, taking photos and interviewing guests. This is a great opportunity for you to promote your brand and services in a fun environment!

Your support in the form of financial or in-kind contributions would be greatly appreciated. As a sponsor, you will receive recognition during the promotion of the event and at the event itself. Please feel free to contact me and we can discuss this further.

Thank you for your time and consideration. We look forward to having [company name] join us in making a difference around the world.

Sincerely,  
Name  
Event Organizer  
Phone Number  
E-mail Address