

**SAMPLE SPONSOR REQUEST LETTER**  
**For “Trails, Rails and Cowtown Tales” Program**

Date

Sponsor’s First and Last Name  
Sponsor’s Title  
Sponsor’s Business/Organization  
Sponsor’s Address

Dear Mr./Ms. Sponsor’s Last Name,

My name is \_\_\_\_\_, and I am a \_\_\_\_\_ (teacher, counselor, etc.) at \_\_\_\_\_ Elementary School. Our fourth graders have the opportunity to take part in the “Trails, Rails, and Cowtown Tales” Discover Texas Field Trip, an experiential learning one-day travel program for students presented by Education in Action, a 501(c)(3) educational nonprofit organization. As participants of this program, our students will visit the Fort Worth Stockyards National Historic District to see the Fort Worth Herd Cattle Drive and a demonstration about the tools, equipment, and techniques used during the cattle drive era of the late 1800s. They will learn how Fort Worth developed its "Cowtown" identity as they tour historic buildings and the Texas Cowboy Hall of Fame. They will also visit the Museum of the American Railroad in Frisco to learn how railroads impacted the building of cities and take a tour of vintage rail cars. \_\_\_\_\_ Elementary School’s fourth grade teachers will have the opportunity to instruct students using hands-on resources and be part of a unique educational experience.

In order to participate in this exceptional, educational program \_\_\_\_\_ Elementary needs to raise a total of \_\_\_\_\_ (dollar amount). This cost includes entrance fees, charter bus transportation, TEKS-based curriculum including a journal, bus activities and pre- and post-activities, pre-program training for all participating adults, lunch, snacks, t-shirts, lunch sacks, and souvenirs. We are asking you and other community organizations to help \_\_\_\_\_ Elementary with this cost by considering a donation towards this learning opportunity.

Participation in the “Trails, Rails, and Cowtown Tales” program will be an invaluable experience for \_\_\_\_\_ Elementary School’s fourth grade class. Through hands-on learning, our students will come away with a deeper appreciation about our Texas heritage. We will gratefully share with your organization the knowledge we gain through our participation by conducting a presentation of our experience. If you have any questions, please feel free to call me. I would also be happy to meet with you at your convenience. Thank you in advance for any financial help you might be able to offer.

To learn more about the “Trails, Rails, and Cowtown Tales” Discover Texas Field Trip experience, please visit [www.educationinaction.org](http://www.educationinaction.org). Thank you for your time and consideration.

Sincerely,

Your Signature  
Your First and Last Name  
Contact Phone Number  
Address