

**SAMPLE SPONSOR REQUEST LETTER**  
**For “A Little Washington in Big D”**

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, Intermediate, etc.) School. Our fifth graders have the opportunity to take part in the “A Little Washington in Big D” Discover Texas Field Trip, an experiential learning one-day travel program for students presented by Education in Action, a 501(c)(3) educational non-profit organization. Education in Action’s “A Little Washington in Big D” program takes students to the Old Red Museum where they participate in a mock trial and collaborate with peers to write a bill. Students then learn about the life and legacy of John F. Kennedy at the 6<sup>th</sup> Floor Museum and tour the U.S. Bureau of Engraving and Printing to observe the process of printing paper currency. \_\_\_\_\_ (Elementary, Intermediate, etc.) School’s fifth 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, Intermediate, etc.) School needs to raise a total of \$\_\_\_\_\_. This cost covers all expenses for the day, including entrance fees, charter bus transportation, TEKS-based curriculum and journals, training for all adults, snacks, t-shirts, lunch sacks, and souvenirs. We are asking you and other community organizations to help \_\_\_\_\_ (Elementary, Intermediate, etc.) with this cost by considering a donation towards this learning opportunity.

Participation in the “A Little Washington in Big D” program will be an invaluable experience for \_\_\_\_\_ (Elementary, Intermediate, etc.) School’s fifth grade class. Through hands-on learning, our students will come away with a deeper understanding of the three branches of government and the unique heritage of the city of Dallas. 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 “A Little Washington in Big D” 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