



SAMPLE DONATION/SPONSORSHIP LETTER

(Insert date)

Dear (insert name of business contact):

Future Business Leaders of America-Phi Beta Lambda, Inc. (FBLA-PBL) is the oldest and largest national organization for students preparing for careers in business. FBLA-PBL prepares students for real world professional experiences. Members gain the competitive edge for college and career successes. More than a quarter of a million students participate in this dynamic leadership organization.

FBLA-PBL provides students with:

- Leadership development
- Travel opportunities
- Community service experience
- Scholarships and prizes
- Conferences and competitions
- Friendship and fun
- Networking opportunities

The big event of the year is the National Leadership Conference, which is held in (insert site of conference) this summer. At the national conference, members have the opportunity to attend workshops, meet members across the nation, and compete for awards and recognition in more than 55 different event categories including website design, video production, marketing, business plan, public speaking, job interview, and many more!

(Insert number spelled out) students at (insert school) have earned the privilege of competing at this year's National Leadership Conference. In order for them to attend this year's conference; however, they need your support.

FBLA chapter members would like to schedule a time to meet with you to discuss this opportunity and how your business can help. Members of our chapter will be contacting you by phone within the next few days.

We look forward to meeting you and sincerely hope your business will help our members as they work towards achieving their goal of becoming the business leaders of the future.

Sincerely,

Jane Doe
 (Insert school) FBLA President