**SAMPLE Chapter Sponsorship Letter**

Chapter President of Sponsoring Chapter

1234 Main Street

Anytown, State/Province 00000

Country

Date

Chapter President of Organizing Collegiate Chapter

1234 Main Street

Anytown, State/Province 00000

Country

Dear Chapter President:

On behalf of the Board of Directors, I am pleased to inform you that NAME OF SPONSORING CHAPTER has approved the sponsorship of the new NAME OF SPONSORED COLLEGIATE CHAPTER.

As your sponsor, we are happy to provide guidance and any information you may require to start up and operate the new chapter. We also look forward to working together with the NAME OF SPONSORED CHAPTER whenever possible to enhance the fundraising profession and philanthropy.

The Board of Directors has approved making a gift to the NAME OF SPONSORED CHAPTER subject to the final outcome of our National Philanthropy Day® Awards Luncheon. We also wish to review your inaugural chapter budget prior to deciding upon the amount of the gift. I anticipate this decision can be made at our DATE OF NEXT CHAPTER BOARD MEETING.

Congratulations to you and all of your colleagues associated with the NAME OF SPONSORED CHAPTER! We wish you all the best in this exciting new opportunity.

Sincerely,

NAME OF CHAPTER PRESIDENT

FROM SPONSORING CHAPTER