Dear [ENTER PERSON’S NAME],

I write to you because our group, a small team comprised of four members of the University of Waterloo’s Mechatronics faculty would like to request funding for our fourth year design project.

The scope of the project will include building out a non-intrusive interface for recording devices to facilitate programmatic control. This is a project that will be built over the course of the next 8 months, and it is expected to be completed by May 2015.

**We believe that sponsoring us will be of benefit to [ENTER COMPANY NAME] because this project will gain high visibility in the capstone design symposium where we expect to see thousands of attendees**. In sponsoring us, we will agree to publicize your involvement with us by forms of stickers, as well as honorable mention displayed clearly on our presentation media.

Our team would greatly appreciate any [MONETARY OR EQUIPMENT] aid because [ENTER COMPANY NAME] is renowned for [ENTER WHAT WE NEED]. You can contact us by email at [s.po@live.com](mailto:s.po@live.com) or by phone at (857) 294-8543. Thank you very much for your time. I look forward to having further discussion with you.

Warm Regards,

Sean