2015-09-29

<PROSPECTIVE SPONSOR  
INSIDE ADDRESS>

Dear Sir or Madam:

I am one of the committee members helping to put together the 2016 version of the annual Computer Tech that has been held at the Northwest Florida State College for the last nine years. The upcoming, 10th annual event is scheduled for 30 January 2016. Note the event is run by volunteers from the community, and no fees are charged for admission.

In past years, the college has provided us the venue free of charge, but this year we must raise approximately $600 to pay for the college's costs. Thus we are forced to ask for financial help. Several of our local computer clubs have volunteered $50-$100 each, and for that they will get to have a sponsor table to advertise their club and recruit new members. We are asking you to contribute $50 toward our expenses, and for that contribution we will provide:

* a table in our sponsor room to conduct such business as you wish
* your logo and a short message in our flyer that will be distributed to our mailing list as well as other places in the Niceville area

Attached are (1) a list of committee members authorized to sign sponsor agreements for our committee, (2) a draft flyer for the 2016 event, (3) the schedule for last year's event, and (4) an agreement that will be signed by you and one of our representatives acknowledging your contribution and listing our agreed obligations.

I am happy to meet with you any time if you wish to get more information about our community event.

With warmest regards,