

# FUNDRAISING LETTER OUTLINE FOR REACHING OUT TO BUSINESSES

[CHAPTER LOGO]

To whom it may concern,

My name is [your name], and I represent [school]'s DECA chapter. DECA is a non-profit student-run organization that prepares high school students in business, marketing, finance, and hospitality. Our student members participate in various business events and competitions to excel in their knowledge and leadership skills.

Our chapter aims to make access to conferences and competitions more available. In addition to this, we strive to give our members the best possible experience to propel them for success in the world of business. Last year, we managed to [list two things your chapter accomplished]. However, this year [reason for asking for financial assistance], so, we kindly ask for your financial sponsorship of our DECA chapter as we can only achieve so much of our efforts. With your contribution, our students will be able to [your goal for asking for financial assistance]. As a symbol of our thanks we will [example: put a banner somewhere].

We count on your support and are willing to work with you!

Thank you,  
[Signature]