

PRIZE DONATION LETTER

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Introduction

Prize donation letters are meant to sponsor prizes or for requesting to donate prizes in kind or in money for any event that has been held in places like schools, clubs or organizations. These are meant to give publicity to the donor and at the same time to reduce the burden of spending money on the prize materials to be purchased.

Prize Donation Letter Tips

Tips to write a letter requesting for prize donation

- The language should be polite and balanced
- Convince the person the need to donate
- Quote the prize price exactly
- If the person wishes to contribute it materially, the item can be discussed
- Seek opinion of the person whom you are seeking donation for prize with regard to the specific function and its arrangements

Sample Prize Donation Letter

From,

Date-

To,

Subject: Requesting donation for prize for our event

Respected Sir/Madam,

I am writing this letter to inform you about the annual club festival in our area. As you are well aware of the contributions and the activities that our club has been able to conduct throughout these years, there will not be any difference of opinion regarding this. In this context let me request you to sponsor the prize for winners in the competition conducted by us last month as a part of the annual day celebrations and kindly distribute them.

We have held competitions in 23 fields and you can kindly sponsor prizes to any of the items that you find interesting. As you being one of our well-wisher, we expect you to be a part of our good will programmes and a dynamic presence for all the activities conducted by us

Thanking you,

Yours sincerely,

Joseph Sas

Prize Donation Letter Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject - _____ (Mention the purpose)

Respected _____ (Name of the donor)

I am _____ (Your Name) working as a part of the _____ (project name) for the purpose of sponsoring prizes for any of the items of competition that we conducted last month as part of the forthcoming annual day celebrations of our club. As a person of much social standing and honour, we solicit your esteemed presence and sponsorship of prizes for any one of the items that you like. We have held competitions like _____, _____, _____ etc(mention the competitions) and you can kindly sponsor prizes to any of the items that you find interesting.

Such annual festivals are our initiatives to boost the sportive and artistic spirits of our young generation who are the promise of the day

We hope your full cooperation

Thanking you.

Sincerely,

Name and signature

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