
Hooper Academy

September 10, 2024

Dear Recipient:

I hope this letter finds you well. I am writing to you on behalf of Hooper Academy in anticipation of our annual Fall Festival, scheduled to take place on Tuesday, October 29, 2024, at Hooper Academy. We are seeking sponsors to help make this event a resounding success, and we believe your organization would be a valuable partner.

The Fall Festival at Hooper Academy is a highly anticipated event that brings together students, families, and the local community for an evening of fun and entertainment. It is also a crucial fundraiser for our school, enabling us to provide resources and enhance educational experiences for our students.

We are offering sponsorship opportunities at a cost of \$200 per booth. Each class will set up a themed booth. A sign with your business name will be placed in front of the booth. As a sponsor, your organization will receive the following benefits:

1. **Recognition:** Your organization name and logo will be prominently displayed at the festival.
2. **Acknowledgement:** Mention in all promotional materials, including flyers and social media posts.
3. **Gratitude and Appreciation:** A formal acknowledgment of your support during the festival's opening ceremony.

If you are interested in becoming a sponsor, then please complete the attached sponsorship form.

Thank you for considering this partnership. We appreciate your support and look forward to the possibility of working together to make the Fall Festival at Hooper Academy a memorable event.

Warm regards,

Hooper Academy PTO

Hooper Academy

Fall Festival Sponsorship Form

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____

Website: _____

Social media page: _____

Contact Name: _____

Contact Phone: _____

Contact email: _____

Cost of Booth Sponsorship: \$200 (Please make checks payable to Hooper Academy PTO)

Deadline for sponsorship is Wednesday, October 9th.