



[Your Name]
[Your Chapter Leadership Position]
[Your Chapter] AIAS
[School/ AIAS Address]
[City, State, Zip]

[Today's Date]

[Potential Sponsor]
[Sponsor Address]
[City, State, Zip]

Dear [Potential Sponsor],

<<WHO>> [Optional personal intro sentence about sponsor]. My name is [your name] and I am the [leadership position] of the [your chapter] of the American Institute of Architecture Students. The AIAS is an independent, nonprofit, student-run organization dedicated to providing programs, information, and resources on issues critical to architectural education. The AIAS consists of 200+ chapters around the world, each of which relies on local leadership and sponsorships to [put on events, recruit members, attend conferences, whatever you want to do with the money]

<<WHY>> We are currently preparing for the [EVENT: *biggest AIAS event of the year, FORUM*], [WHAT IT IS: *which is the largest gathering of architecture and design students in the world*]. [HISTORY: *Since 1955, FORUM has been held at cities and colleges attracting to the conference on average over 1,000 architecture students each year*]. [GOAL OF EVENT: *Not only does this event offer opportunities to learn about important issues facing architecture today, but also lets us meet and mingle with fellow students, educators, leaders and professionals*].

<<HOW>> [OUTLINE COSTS: *It costs each student attending \$850 for registration, lodging and transportation for the 5-day event. Our goal this year is to send 28 students to FORUM 2016 being held in Boston, MA.*] [MATH: *If 6 firms each give \$500, we would be able to lower the cost to each student by \$100. If 6 firms each gave \$250, we would be able to lower the cost to each student by \$50.*] [ASK: *Would you please consider contributing to help finance this experience for our AIAS members?*]

In the past, with the help from firms like yours, [WHAT YOU CAN DO WITH MONEY: *we have been able to subsidize the expense to each student*]. We are asking you to help us with contribution of [specific amount] or [higher specific amount] Please send your tax-deductible check to the address above by [date].

Thank you for your time, consideration, and support.

Sincerely,

[Name]

[Chapter Leadership Position]