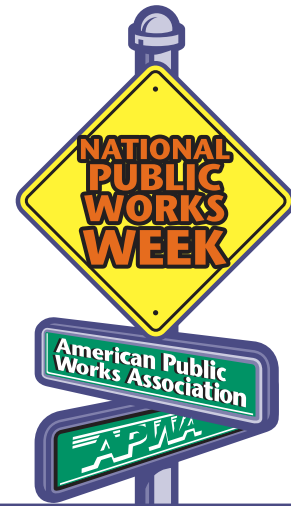




Corporate Sponsor Letter!



Sample Letter to School Administrator

Dear :

The *(organization)* would like you to join us as we celebrate National Public Works Week, May xx-xx.

The American Public Works Association instituted National Public Works Week as an annual reminder of the many ways public works contributes to our quality of life. For many years, public works professionals across North America have applauded and shared the accomplishments of those in their profession. During this week-long celebration, professionals take part in events and activities that increase public awareness of—and appreciation for—the public works profession.

As part of our effort to make elementary school children aware of public works, we are coordinating a T-shirt design contest. We would like you to help sponsor the contest and support National Public Works Week by supplying us with *(your specific request)*. In return for your generous support we will:

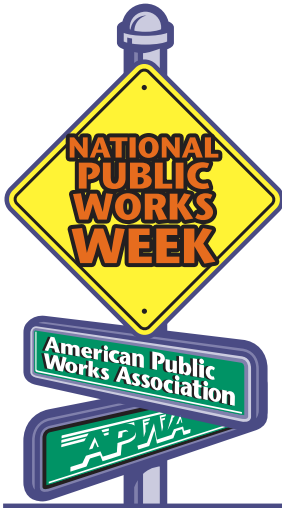
- Mention you as a sponsor in all promotional materials given to students and their parents.
- Mention you as a sponsor in media releases.
- Print your business logo on the T-shirts.

Thank you for your consideration. I will contact you soon to discuss our invitation in further detail. I may be reached at *(day and evening phone numbers)*.

Sincerely,

(name)

(title)



Elementary T-Shirt Design Contest!



Sample Letter to School Administrator

Dear :

The American Public Works Association instituted National Public Works Week as an annual reminder of the many ways public works contributes to our quality of life. For many years, public works professionals across North America have applauded and shared the accomplishments of those in their profession. During this week-long celebration, professionals take part in events and activities that increase public awareness of—and appreciation for—the public works profession.

The *(name of organization)* is coordinating a T-shirt design contest. Our goal is to inform students and their parents about public works in a creative way. The winning design will be printed on T-shirts, which we'd like for people to wear on the same day during National Public Works Week, May xx-xx.

We would like your school to participate. I will contact you soon to discuss details. You may reach me at *(day and evening phone numbers)*. Thank you for your consideration.

Sincerely,

(name)

(title)