## Sample Follow Up Letter

Date	
Prospective corporate cont Title	act name
Company name	
Address	
City, State, Zip	
Dear Mr./Ms	;
sponsorship for <u>nan</u>	w up on our recent telephone conversation regarding your company's ne of activity or event, a program of name of organization or support activity or event provides ocorporation or business, as well as visibility, aligning
corporation name	with <u>organization name</u> . I would like to invite your company
to participate in this excitir	ng event.
are able to enhance and fo	corporate support for <u>organizational name</u> receives, we ster what matters most to organization: <u>reflect pertinent parts of</u> the investment by <u>corporation name</u> would provide the elop these components.
supporters. Please contact Thank you for your consid-	materials detailing the marketing and advertising benefits to our me at, if you have any questions. eration of these materials. I look forward to the opportunity to develop a th _ prospective corporation's name
Sincerely,	
Name Title	
Enclosures: List all enclosed materials	
List all Chichoseu Haterials	

From Ballet Austin Tool-kit

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