|  |  |
| --- | --- |
| **Sender’s Name**  Title/Position  1481A Wordsworth St.  Ferndale, MI 48220  [Sender’s Phone]  [Sender’s email] |  |

July 1, 2015 *(date that letter is written)*

Ms. Jane Doe  
Widget Manager  
Acme Industrials  
100 Any Street  
Anytown, Any State  55555-5555

Dear Ms. Doe,

*(It is best if the addressee is someone you have already met, spoken too, or have been referred to by someone you know. Then, you can start with something like… “It was great talking to you at the networking meeting last week” or “Jon Smith, a mutual friend, suggested that I contact you”.  Then, continue with "As you recall, we discussed…”, followed by a brief summary of your discussion.)*

*(If the person you are writing is already familiar with i3Detroit, you can add here “As you know,” or “As you may already know,”)* We are i3Detroit, a not for profit (501c3), member owned and operated DIY cooperative/makerspace, and the largest in the Detroit area.  Since 2009 we have been bringing people, equipment and materials together to “Imagine, Innovate and Inspire (i3)”.   We emphasize education and every member is expected to be both a learner and teacher. We are writing you to request your support of *(brief description of what you are requesting, like… "expanding our craft program”, or…)* our quest to win first prize at the International Robot Awards.  Acme Industrials is our first choice because you are known worldwide for *(something for which they are well known or advertise that makes them unique or superior, like…)* your quality products, technical competence, and your commitment to education.

i3Detroit offers a unique opportunity for people in the Metro Detroit area.  For a low monthly fee (and with scholarships for those for whom the fee would be a burden), we offer members 24/7 access to our facility.  We also offer training on all our equipment at little or no cost, including a wide range of classes that are also open to the general public.  Our members volunteer to teach and share their expertise.  We have over 150 active members with a wide variety of backgrounds, skills and interests.  Our 8000 sq. ft. building has numerous work areas including a classroom, wood shop, metal shop, welding area, 3D printing lab, CAD/CAM area, crafting space and much more.

We envision *(or “plan to” … then describe in further detail a great improvement, achieving some goal or implementing a new project like "creating a state of the art 3D printing space where new makers can learn how to...” or…)*winning first prize at the International Robot Award at the finals in Italy this Fall with our unique design not yet seen by an International audience *(add more inspiring detail here)*.   We are asking for Acme Industrials’ support*(“in/by/through a…” describe what you want and be specific, like…  “a grant of x dollars “ or “a donation of a XYZ Faberblaster” or  “free training materials for our members on how to use a Faberblaster” or …)* a donation of 100 Type V widgets.   Your generous gift will help us *(…specifically mention how the donation will help achieve the previously mentioned goal, like…)* meet our supply needs for building our award winning robot.

As a sponsor of i3Detroit, Acme Industrials will receive: positive exposure at Maker Faire at the prestigious Henry Ford Museum;  public mention with your logo on our website’s donor page; *(some kind of of benefit(s) specific to the company like…)*an opportunity to promote a new generation’s loyalty to Acme Industrials’ products; and, of course, our heartfelt appreciation.  Since i3Detroit is a 501c3 nonprofit, donations are usually tax deductible.  We rely exclusively upon member dues, volunteer work and donations. Though our budget is limited, our ingenuity and enthusiasm is extensive.  We would be both honored and grateful to work with "Acme Industrials" to help make our award winning robot *(Specific project, work area, etc.)*as excellent as we know it can be.

We have enclosed (*pictures, plans, diagrams, timelines, brochures, news articles about i3Detroit, etc., …)* a recent article about our win of the National Robot awards semifinals, a brochure about i3Detroit and proof of our non profit status for your review. Please contact me with any questions at1-555-555-5555 JohnHSxyz@internet.net *(…your best contact info here - cell phone and email)*.

Thank You,

*Signature*

John Q. Smith *(Your Full Name)*

i3Detroit Robotic Competition Committee Chair *(Your Title, like “i3Detroit Robotics Area Warden” or “i3Detroit Member”)*

*(can also be signed by multiple members like adding  “and Members of the Robotic Competition Committee” followed by individual signatures).*

encl:  *(add the i3Detroit 5013c IRS letter and supporting materials like pictures, plans, diagrams, timelines, brochures, news articles about i3Detroit, etc.)*