

## Sponsor Letter Template

*Your Address  
City/Province  
Postal Code*

*Mr./Ms. (Last Name)  
Company Name of Potential Sponsor  
Company Address  
City/Province  
Postal Code*

*Date*

Dear *Mr./Ms. (Last Name)*

I am writing to ask for support for our *(insert group name)* Community Kitchen.

A community kitchen is a group of individuals who meet regularly to cook healthy, nutritious meals. Everyone is expected to participate to the best of their abilities in menu selection, shopping, preparation and cooking. Good nutrition plays a key role in each community kitchen. Participants learn new recipes and are introduced to new foods that contribute to a more balanced diet. As well, in many community kitchens meals are often taken home and frozen for later, thus furthering healthy eating habits.

Specifically I am asking for the following support for our Community Kitchen:

*(use bullets and list each item separately - for example, your request may include the use of a kitchen; \$ for basic supplies or ongoing support; \$ to provide child care; or in-kind donations of groceries such as produce)*

By supporting this project, you will be helping families in our community to make the most of their resources.

If you would like additional information, please do not hesitate to contact me.

Thank you for your consideration.

Sincerely,

*Your Name, Title (e.g. Community Kitchen Coordinator)  
(Location)  
Phone Number  
Email*