[Your full name]
[Your address]
[Your email] | [Your phone]
[Date]

[Sponsor's full name]
[Title]
[Organisation]
[Address]

Dear [Sponsor's name],

Re: Sponsorship of my participation in Leaders in Jamaica

I am writing to request your organisation's sponsorship of my place at Leaders in Jamaica, an annual leadership institute delivered by Sight Seers Caribbean Adventures in Montego Bay, Jamaica.

As [your role] of the [student government name] at [university name], I am accountable for decisions that affect [number] students and a budget of [amount, if applicable]. Leaders in Jamaica pairs our student government with that of a Jamaican university for six days of applied work on governance, policy, process design and performance measurement. The programme also includes a Career Development Day, on which we mentor students at a Jamaican high school, and a Pitch Night at which community initiatives compete for funding.

The return on this investment is concrete. I will return with five deliverables ready for implementation: an adoption-ready policy, documented process maps, a performance measurement framework, a community initiative and a succession plan for the next administration. I intend to apply these directly to [one sentence on the priority you will address in your student government].

The cost of my place is US$1,895, which covers tuition, accommodation, meals, ground transportation and all programme activities. I am respectfully requesting sponsorship of [the full amount / US$ amount]. Payment would be made directly to Sight Seers Caribbean Adventures against an invoice issued in your organisation's name.

In recognition of your support, I would be pleased to:

- Acknowledge [Organisation] as my sponsor in my student government's communications and on social media
- Provide a concise post-programme report with photographs, outlining outcomes and next steps
- Deliver a short briefing to your team or members on the insights gained

A deposit is due once my place is confirmed, and the balance is due 14 days before the programme begins. Full programme details are available at sightseerscaribbean.com/leaders-in-jamaica.

Thank you for considering this request. I would welcome the opportunity to discuss it with you at your convenience.

Yours sincerely,

[Your full name]
[Your role], [Student government name]
[University name]