

## SAMPLE EMAIL

Dear First Name,

My name is Jane Doe and I am a current MBA student at UC Berkeley's Haas School of Business. As co-chair of Women In Leadership (WIL), I am writing to ask if you would be interested in sponsoring our 10th annual conference on Saturday, March 5, 2009.

The WIL Conference reaches out to hundreds of female Bay Area executives as well as current and future Haas MBA's. The conference audience grows each year with the help of corporate partners like \*your company\* and we look forward to discussing with you the potential for your involvement with WIL this year.

Sponsorship levels range from \$2,500 to \$10,000 and offer a mutually beneficial way for your company to partner with UC Berkeley's business school. For more details about WIL and benefits of sponsorship, please click here: <http://www.haas.berkeley.edu/>

Thank you kindly for considering this request. I am attaching our sponsorship benefits document and I will follow-up with a phone call later this week.

Best regards from UC Berkeley,

Jane

MBA Candidate 2008

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Contact Info