**Sample Introduction Email for Diamond, Gold, and Silver Sponsorships**

Hi [Name],

Thank you for your [Sponsorship Amount]  sponsorship to the SSBC - [Your Region] Regional Event at [Your School]. Your sponsorship will help to make this year’s competition a great success.  We are anticipating [# of Students] students from [# of Schools] schools.  The competition will not only provide valuable hands-on experience but a chance to interact with civil engineering students from colleges and universities around the region.

As a [Sponsor Type] Sponsor, we invite you to attend the competition on [Dates]. Additionally, one of the benefits of your sponsorship is having a promotional table at our Aesthetics Display event on [Date/Time/Location]. The goal of this is to provide you with an opportunity to showcase your company while networking with students during the Aesthetics judging.

In order to coordinate this benefit, please let me know who from your company will be in attendance and if you wish to have a promotional table at the Aesthetics event.

[Insert any additional information such as a detailed schedule of events, hotel block information, campus map, parking instructions, additional benefits, etc.]

Once again I would like to thank you for your support of the SSBC - [Your Region] Regional Event.

Sincerely,

**Sample Introduction Email for Bronze Sponsorships**

Hi [Name],

Thank you for your $500 sponsorship to the SSBC - [Your Region] Regional Event at [Your School]. Your sponsorship will help to make this year’s competition a great success.  We are anticipating [# of Students] students from [# of Schools] schools.  The competition will not only provide valuable hands-on experience but a chance to interact with civil engineering students from colleges and universities around the region.

As a Bronze Sponsor, we invite you to attend the competition on [Dates]. We hope you will join us to see the competition you are supporting in action. [Insert any additional information such as a detailed schedule of events, hotel block information, campus map, parking instructions, additional benefits, etc.]

Once again I would like to thank you for your support of the SSBC - [Your Region] Regional Event.

Sincerely,