**Company Letterhead/Logo**

Date

Eliot Peters

Board Member, Sponsor Development

Chairmen’s RoundTable

Dear Eliot,

We are pleased to be submitting this narrative describing our Company and detailing why we believe our organization should be accepted as a CRT Sponsor.

**Brief Description of our Company.** Include the following information about your Company:

* When Company established, physical location in San Diego County
* What services does the Company provide to its clients
* Who and where are the Company’s clients and are they similar to CRT’s client base

**Brief Description of why the Company will be a fit as a CRT Sponsor.** Discuss how the Company can benefit CRT and what the CRT does for the Company:

* Believe that we can introduce appropriate clients to the CRT for mentoring
* Expect to be actively involved with CRT process
* What does CRT sponsorship do for the Company?

I am available to further discuss our interest in Chairman’s Roundtable at your convenience and answer any questions that you may have. I am looking forward to hearing from you as soon as a sponsorship position opens up.

Best regards,

Name, Title

Company

Telephone & email id