

CITY OF WESTLAKE

FLORIDA



CITY COUNCIL

JohnPaul O'Connor
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Vice Mayor

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Erik Gleason – Seat 2
Charlotte Leonard – Seat 3

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Kenneth Cassel
City Manager

CITY ATTORNEY

Donald J. Doody, Esq.
City Attorney

[Your Name]

[Your Organization Name]

[Your Contact Information]

[Your Address]

[City, State, ZIP Code]

[Date]

Dear [Business Owner/Manager],

Subject: Sponsorship Opportunity – Supporting Westlake Public School Students

I am reaching out on behalf of the Education Advisory Board and their efforts to support the local schools within our community. The Education Advisory Board, serves as volunteers on behalf of the City Council, and they would love to explore an exciting partnership opportunity that would not only benefit your business but also support the students in the City of Westlake.

The Education Advisory Board are organizing a fundraising initiative to provide students with the opportunity to participate in after-school clubs such as Robotics Club, Chess Club, Sports Clubs, and other enriching activities. These clubs play a crucial role in fostering creativity, teamwork, and leadership skills among students, but many students are unable to participate due to financial constraints.

The Advisory Board is seeking local food businesses like yours to partner with the City by hosting a fundraiser on a night of your choice. The concept is simple: we invite families and supporters of schools in Westlake to dine at your establishment on a date and time frame of your choice, and in return, we kindly ask for a donation of 10% of the dining proceeds during that time.

This partnership offers multiple benefits for your business:

- Increased foot traffic from local families and community members eager to support a great cause.
- Positive brand recognition and goodwill as a community-driven business.
- Promotion of your business through our community networks, including blogs, flyers, social media, and school newsletters.

We would like the opportunity to discuss this initiative further and work with you to make it a successful event. Please let us know if you would be willing to participate or if you have any questions. We truly appreciate your time and consideration and hope to collaborate to create a meaningful impact in our community.

Thank you for your support, and we look forward to the possibility of partnering with you!

Best regards,

Mayor JohnPaul O'Connor
City of Westlake