

## **RE: Donation and Sponsorship Request**

### **To whom it may concern:**

Thank you for your donation request. We receive many requests for donations and endeavour to support as many organizations and charitable causes as we can. Our core values are aligned with supporting road safety, crime prevention, earthquake preparedness, and the flourishing of our local communities in which we have a presence (Brentwood Bay, Central Saanich, Sidney, Oak Bay, Westshore, and Salt Spring and Pender Islands), We will do our very best to support requests that are in alignment with our core values. Thus, to be considered for support we ask that you please answer the following questions and include them with a formal letter outlining your request.

Please answer the following questions (please answer each question in 150 words or less) and include them with a formal letter outlining your request:

1. What makes your business, organization and/or cause a match to ours and our mission?
2. How are you looking to be supported by us and in brief detail how does that support your purpose?
3. What makes our partnership meaningful to your business, organization and/or cause? In other words, can you articulate how our support helps you to make the lives of others more wonderful?
4. If this is an event, is there an opportunity for SeaFirst Insurance employees to participate in the event, and if so, how?

Please forward your letter to [info@seafirstinsurance.com](mailto:info@seafirstinsurance.com), and include Donation Submission in your subject line. Thank you again for connecting with us.

Sincerely,  
*SeaFirst Insurance Brokers*

Susan Bigelow  
Project Coordinator  
250-882-8952  
7178 West Sannich Road  
Brentwood Bay BC V8M 1R3