

SAMPLE Letter FOR CORPORATE SOLICITATION OF FUNDS

To use, copy and paste the text below onto a BLANK letter template
If you have a chapter Website or a list of chapter events, include them in your letter.
Visitors will also welcome a list of chapter officers, their roles and contact information.

If you wish to purchase ANNA letterhead for your chapter to use, contact anna@aji.com

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Date:

Dear _____,

The (Name of Chapter) Chapter of the American Nephrology Nurses' Association (ANNA) will be holding (name of event) on (date) from (time) at (Place) in (Name of City). This event will feature prominent locally and nationally recognized speakers. Based on our past experience, our programs have attracted many participants and we expect an average of (number) Nephrology Professionals at this program.

In the past we have had great success with the exhibit portion of our programs. Our members are anxious to meet with the exhibitors and preview the numerous products and services available in nephrology and related fields.

The (Name of Chapter) Chapter would appreciate your support in sponsorship of these events. Through your assistance, our chapter will be able to offer excellent programming at tuition fees affordable to our membership.

For your convenience in planning as well as ours in preparation, I have attached a list of opportunities for sponsorship. Please review the list and consider your level of interest and support. You may choose to support events by checking the line preceding the description of the activity. Please return your response as soon as possible and include:

- Name of the company you represent.
- Name of the person who will be with the exhibit.
- Telephone number with which we can contact you if last minute changes occur.

You will be provided with a skirted table and electrical outlets for you exhibit. Exhibit set-up time is one hour before the meeting starts. Exhibit time will be permitted before the meeting, during breaks and lunch.

Thank you for your consideration in this matter. We look forward to hearing from you!

Sincerely,

Name, Position

ANNA Chapter #

Address

Phone Number (or e-mail address)

Enclosures: List of sponsorship opportunities

Thank you! Your support makes it possible for our local chapter to provide quality educational meetings for our members.



Your Chapter Name here

Name of event

Date

Time

Please indicate how you would like to participate in the meeting:

	Vendor Table / Exhibit Hall Exhibit hours:	Cost
	1- 6' table	\$
	2 - 6' tables	\$
	Other Sponsorship Opportunities (Company name will appear in Program Agenda)	Cost
	Meeting Room	\$
	Breakfast (date)	\$
	Lunch (date)	\$
	Snack (date and time)	\$
	Dinner (date and time)	\$
	Speaker Honorarium	\$
	Total Sponsorship	\$

Please return this form to:

Name

Address

City / St / Zip

A W-9 form will be provided upon receipt of your pledge of support

SAMPLE **Email** FOR CORPORATE SOLICITATION OF FUNDS

To use, copy and paste the text below into your email.

If you have a chapter Website or a list of chapter events, include them in your email.

Visitors will also welcome a list of chapter officers, their roles and contact information.

Add pertinent information as needed but always keep your messages short!

Remember to attach the sponsorship opportunities document to the email

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Dear _____,

The (Name of Chapter) Chapter of the American Nephrology Nurses' Association (ANNA) will be holding (name of event) on (date) from (time) at (Place) in (Name of City).

The (Name of Chapter) Chapter would appreciate your support in sponsorship of this event. Through your assistance, our chapter will be able to offer excellent programming at a fee affordable to our membership.

Please see the attached a list for sponsorship opportunities. Please return your response as soon as possible and include:

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