



Established in 1969

American Nephrology Nurses' Association

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:

1. Name of the company you represent.
2. Name of the person who will be with the exhibit.
3. 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)

Name of event

Date Time

Yes My company will Help	Activity	Cost
	Meeting Room	
	Breakfast (date)	
	Lunch (date)	
	Snack (date and time)	
	Dinner (date and time)	
	Speaker Honorarium	
	Vendor Table	

Thank you,

We will supply a W-9 form upon receipt of your pledge of support