## Sample Special Event Committee Invitation Letter

Dear Chris:

On behalf of my co-chair, Dee Cleveland, and honorary chair, Leland Sanchez, I am writing to invite you to join the annual Save our Lakeshore Awards Dinner Committee. The dinner will be held on June 17 at the Eastshore Country Club and will feature a keynote address by Dr. Bud Aldren, acclaimed author of *Clean Water*, considered by many to be the most important book about environmental stewardship since Rachel Carson’s *Silent Spring.* By dining at the Country Club, we will be able to look out at East Lake, viewing the remarkable revitalization of plant and animal life that has occurred along its shores over the past 15 years.

It’s particularly appropriate that Save our Lakeshore will honor Stanley Graub, chair of Palomar Paper, for changing its processing methods so chemicals no longer leech into our lakes, for developing affordable new tree-free papers, and for creating the Eco-100. The Eco-100 is a growing committee of local corporate leaders working together to improve manufacturing practices and waste management to alleviate damage to our ecosystem.

As a member of the dinner committee, we hope you will purchase tickets or a table (of ten) for the evening’s program. Tables are $10,000 (Benefactors), $5,000 (Patrons), $2,500 (Sponsors), and $1,500 (Friends). We also need your help with extending invitations to others who might want to join us. We are asking each dinner committee member to sign ten or more personalized letters to friends and associates, inviting them to the dinner.

Knowing how busy you are, we will make your participation as easy as possible. Save our Lakeshore’s development staff will provide sample letters and lists of possible invitees to you. You can edit letter drafts to suit your own writing style, return the invitee list marked with the names of people you would like to invite, and Save our Lakeshore will prepare the letters for your signature.

We hope very much that you’ll join us in honoring Stanley Graub and supporting Save our Lakeshore’s important environmental work. I’m enclosing a reply card for your earliest response.

With best regards,

Evan Li, co-chair

Save our Lakeshore Awards Dinner Committee