## Sample Special Events Solicitation Letter

***Note:*** After someone joins an event committee, he or she is expected to write to friends and associates, inviting their support of the benefit dinner.

Dear Soong,

As a member of the Save our Lakeshore Awards Dinner Committee, I am writing to invite you to join us on June 17 at the Eastshore Country Club to honor Stanley Graub. Cocktails are at 6:30 and dinner at 7:30.

No doubt you are aware of Stanley’s role at Palomar Paper — redirecting the company’s manufacturing processes to reduce its use of chemicals and also developing affordable new tree-free papers. Stanley founded the Eco-100, a statewide corporate leadership committee raising funds for environmental causes and securing pledges from businesses to improve their manufacturing and waste management practices. Eco-100 groups now are starting in Indiana, Illinois, and Ohio, inspired by the example set here.

Our guest speaker that evening is Dr. Bud Aldren, author of *Clean Water*, which was on the *New York Times* nonfiction bestseller list for 27 weeks last year. I had an opportunity to hear him speak in Juneau in 2012 and know that he’s engaging and inspiring.

We’re asking local leaders to consider purchasing Benefactor ($10,000), Patron ($5,000), Sponsor ($2,500), and Friend ($1,500) tables of ten. These table donors will be listed in the dinner program and on the “Founders’ Wall” at Save Our Lakeshore’s new Environmental Education Center on North Shore Drive. Individual tickets to the dinner are $125.

One of the real pleasures of dining at the Country Club is that we can so clearly see the results of Save our Lakeshore’s work. Fifteen years ago the lake’s plant and animal life were in rapid decline. Now, on a June evening one sees a wide variety of shorebirds and thriving native plants — a reminder to all of us who live here of the distinct beauty of this region.

I know you share my pride in our lakes and open spaces, and I hope you’ll join me and other members of the committee in supporting Save our Lakeshore’s important work. An invitation is enclosed for your response.

Thanking you in advance,

Skip Miller

Awards Dinner Committee