We are presently seeking donations to help defray a portion of the costs of the conference. Your help will be sincerely appreciated. We thank you in advance for your support and look forward to hearing from you by \_\_\_\_\_\_. (within 30 days of letter being sent.)

Your name  
Your address  
Your email address

We would like to cordially invite you to our banquet on July 16, 2020, where you will be formally acknowledged for your gift. If you are able to join us, please let us know.

With warm regards,  
(signature)  
Printed name, Chair - Committee