SOLICITATION LETTER 1

ASSOCIATION LETTERHEAD

Date

Business Name
Business Address
Business City

Dear (To Who It May Concern – Better to have a name and title if you can get it),

In (Month and Year), the (Association Name) County Retired Employees Association (acronym) will host the (spring/fall) conference of California Retired County Employees Association (CRCEA) at the (hotel name and location). These conferences are held throughout the state to allow the CRCEA's Board of Directors to gather to coordinate the administration of the Association which represents approximately 180,000 retirees statewide. Additionally, these conferences are used to maintain current knowledge of legislative updates, health care, senior safety, and other issues of importance to the members of our organization.

During this conference, there are several events which can be used to advertise your generous sponsorship and your support of our organization. Those events include morning and afternoon coffee breaks, (lunches if appropriate) two evening hosted hospitality events, a banquet dinner with entertainment, door prizes given at the banquet, and registration packet gifts (usually advertising promotional items).

This year, we would like to invite you to join with us to help present the best conference ever for our attendees who will be gathering from 20 different counties around California. Your (**organization's/company's**) support will be acknowledged in an upcoming issue of our (association name) and the CRCEA newsletters. Sponsors will be recognized with signage at the sponsored event location.

For your tax purposes, our Federal Tax ID No. is (XX-XXXXX).Your donation of either monetary support, products for door prizes, or sponsorship of one of our breaks or lunches would be most greatly appreciated. Since I am also retired, you can reach me at (XXX) XXX-XXXX for any questions and to confirm your participation.

Respectfully,

Officer or Chair sending letter
Your Association

SOLICITATION LETTER 2

ASSOCIATION LETTERHEAD

Date

Contact Name
Company
Address

Contact Name,

I got your name from the (company) website, and I hope this is being sent to the proper person to consider our request. If not, I would be very appreciative if you could forward it to the appropriate party.

My name is XXXXXXX, and I am the (title) of a local organization called the name of association (acronym). We represent a group of retired public employees which numbers approximately 5,000 in our county.   We are a part of a larger state organization, the California Retired County Employees Association (CRCEA) which represents almost 180,000 members throughout the state.

In (Month) of this year, our local group will be hosting the semiannual CRCEA training conference at the (Name) Hotel in (city). These conferences are held throughout the state to allow the CRCEA's Board of Directors to gather to coordinate the administration of the association. Additionally, these conferences are used to maintain current knowledge of legislative updates, health care, senior safety, and other issues of importance to the members of our organization.

During the registration process for these conferences, we provide the attendees with a registration packet which includes what we refer to as a "goody bag". This bag contains registration information, but it also has advertising and promotional items from businesses and corporations throughout the county. Most businesses provide us with items such as pens, note pads, chip clips, etc., and we would need approximately 150 items if (company name) would like to participate.

(Name of company) support would be acknowledged in an upcoming issue of both our (Association name) and the CRCEA newsletters, and your contribution will also be displayed on sign boards at the conference, and in our conference program.

 Please allow me to thank you in advance for any consideration your company may be able to give this request. For your tax purposes, our Federal Tax ID No. is (XXXXXXXXX)

(Name and Title)
(Association)
(Contact number or email address)