

Date

Name

Title

Company

Address

City, State Zip

Dear (NAME):

I would like to you to join me for a breakfast on mm/dd/yy from X:00 am to X:00 am, at XYZ, address.

As a member of the board of directors of XYZ, I am delighted to sponsor this breakfast to introduce new friends to XYZ and the tremendously important work they are doing in our community.

You will be treated to a continental breakfast, a brief tour of the XYZ facility, and will be asked to complete a short questionnaire that will help XYZ's strategic planning process. The breakfast will end by X:00 am/pm. Let me assure you that this is NOT A SOLICITATION FOR FUNDS.

Please respond by calling CONTACT at (XXX) XXX-XXXX by mm/dd/yyyy so we can plan accordingly. I know you will enjoy, along with other community leaders, hearing more about XYZ Organization and providing them with your expert advise. If you have any questions, please feel free to call me at (XXX) XXX-XXXX. I look forward to seeing you on mm/dd/yyyy.

Sincerely,

Board Member

Board of Directors

XYZ Organization