

Fundraiser Invitation Letter

This package contains:

1. Instructions & Checklist for a Fundraiser Invitation Letter
2. Fundraiser Invitation Letter

Instructions & Checklist for Fundraiser Invitation Letter

- This package contains (1) Instructions & Checklist for Fundraiser Invitation Letter; and (2) Fundraiser Invitation Letter;
- This form is designed to assist you in drafting a letter for when you wish to invite someone to a fundraising event.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

I am pleased to have this opportunity to invite you to [Name of Charity Event].

As you may be aware, [Name of Charity] does extraordinary work to [Briefly Describe Charity's Work]. I hope that you will be able to join us on [Date] at [Time]. This special event will highlight [Briefly Describe Event Activities].

Please mark your calendar and plan to join us for a fun event that will also support a worthy cause. To RSVP, you may call [Phone Number].

I hope to see you there!

Sincerely,

[Your Name]