

## Sample Letter for Solicitation of Funds

Date:

To: Potential Donor

From: Name of subcommittee chairperson Funding Committee 20\_\_ PAA Conference

Subject: The Potato Association of America Meeting, (Date) (Facility), (City, State) (State) is hosting the annual conference of The \_\_-year-old Potato Association of America. We're asking your help in making this a successful and memorable event for the 350+ public and industry scientists, technical specialists, and industry leaders from around the world who will be attending. (Additional information on the PAA is attached.)

Registration fees will barely cover the technical part of the conference. To roll out the welcome mat for this gathering of professional potato workers will require considerable donations in the form of cash and refreshments.

We need to help support special activities that will be offered to conferees and their families and to provide for registration favors and refreshments during the conference. Some special activities include tours, pre-conference (Sunday evening) social hour and reception, a Wednesday social hour and barbecue, and a Thursday evening social hour and banquet.

Former Host States have suggested that a supplemental budget of approximately \$20,000 is required to cover costs. We need to have a sound estimate of income before we can make firm plans for expenses.

Donation checks should be make out to "\_\_\_/PAA Conference" and should be mailed to (Address), Attn: PAA Conference.

Please let one of us know of your intentions regarding support at your earliest convenience. Members are listed below.

Name	Phone number
_____	_____
_____	_____
_____	_____
_____	_____

Attached is a preliminary budget of items we anticipate will need to be covered by contribution in addition to registration fees. If you have a preference to contribute toward any one of these budgeted activities, please so indicate. Every contributor will be acknowledged by letter, listed as a meeting sponsor, and acknowledged at the conference.