Alliance for Response

Dear [SPONSOR_NAME] :

Attached is a receipt for the generous contribution to the Alliance for Response [FORUM_LOCATION] Forum. We are grateful that [SPONSOR] will be sponsoring the [EVENT_(i.e.,_continental_breakfast_or_lunch)] at the Forum on [FORUM_DATE] at [FORUM_VENUE] . We expect about [ESTIMATED_PARTICIPANTS] participants at the event.

Here are a few more details about the meeting:

- The address of the [FORUM_VENUE] is [VENUE_ADDRESS] . Please use the main entrance. Local committee members will be there by [TIME] to guide you to the meeting room after you have passed through security. Just in case, my cell phone number is [PHONE_NUMBER] .
- The Forum sponsors will be credited at the top of the Forum program and on signs for the meeting room. You will also be introduced during the day.
- As I mentioned, you will be sharing a 6-foot resource table with [CO-SPONSOR] in the room where the meeting will take place. The museum is providing bags to participants for collecting information materials.

You will be receiving an up-to-date agenda by e-mail today or tomorrow. I hope you are planning to stay all day.

With our sincere thanks,