**INITIAL EMAIL :**

Hi ***Contact Name*** ,

We have enjoyed our relationship with ***Company Name***.  Thank you for your service and responsive approach to us!  I hope the relationship will continue to grow and be fruitful for both of our organizations.

I am writing to you in hopes that ***Company Name*** will consider (*purchasing an ad in our* ***Event Name/*** *being a sponsor for our* ***Event Name)***.  I am attaching a form for you to review which explains all our options.  I appreciate your understanding and knowledge of the ***Conference Name***, what we do, and who we help.  Perhaps we can discuss this opportunity further.

Thank you very much for your consideration and for the hospitality and service you are providing our team and residents and donors.

Best,

***Conference Name***

**FOLLOW UP EMAIL:**

Good Morning ***Contact Name,***

I just thought I would follow up to see if ***Company Name*** is interested( in purchasing an Ad in our tribute book/ in being a sponsor for **Event Name**.)  I don't want ***Company Name*** to miss out on any recognition opportunities.

***Company Name*** has been such a wonderful partner and supporter! Thank you so very much. Please call me if you have any questions.

Blessings,

***Conference Name***