



Missouri Basketweavers Guild

2Xth Annual Convention

August X-X, 20XX ~ XXXXXXXX, Missouri

March 1, 20XX

Dear Basket Friend,

The 20XX Missouri Basketweavers Guild convention will be held in XXXXX, Missouri August X-X, 20XX. We expect about 200 participants. We're looking for donations of promotional type items that basket makers love to receive. What better way to advertise your business than through a donation to be included in the Welcome Bag given to all participants? We would be happy to include your catalog or flyer in the Welcome Bag along with your donated items. We also need Silent Auction items and a gift drawing items to reward our many wonderful volunteers for all their work. You will also be recognized as a donor in the fall issue of our guild newsletter, *Twining Times*.

We need to receive donated items by June 30, 20XX. Please attach one of the forms on the second page of this letter, to the item or include it in the shipping box.

If you are attending the convention, you can bring your donation to the convention, but all items for the Welcome Bag must be received by noon on Thursday, August 4th. If you are planning to bring your donation to the convention site, please let us know what you plan to bring so we can be prepared. If you have any questions, please contact me at XXXX@XXX.net or by phone at (XXX) XXX-XXXX.

Please send donations with donation information by June 30, 20XX to:

{Name}

{Address}

{City, State, Zip}

On behalf of the Missouri Basketweavers Guild, I want to thank you in advance for your donation. Your support is very much appreciated! Should you want more information on our organization, please visit our web site at www.mbg.unionpoint.net.

Most Sincerely,

{Donations Chair name}

Missouri Basketweavers Guild

Email: {email address}

Phone: {Phone Number}

Address: {Address}

{City, State, Zip}