

Date

Mr/Ms
Company Name
Address
City State Zip

Dear

As a member of the Emerald Society, your contribution of time, money and talents is vitally important to our work at the Women's Business Center of Southern Alabama. You've helped us continue our mission of empowering women entrepreneurs and supporting the local economy, and we're grateful for your support.

To say "thank you," we'd like to invite you to a special evening of appreciation for Emerald Society members hosted by [host]. Here are the details:

What: ***Emerald Society Appreciation***
 An evening of social networking with hors d'oeuvres,
 wine, iced tea and soft drinks

Where: Home of [host]
 [address]
 [city, state zip]
 (Map enclosed – for further directions, call [host] at
 [host phone])

When: Wednesday, [date]
 6:00 – 8:00 p.m.

RSVP: [RSVP name] ([RSVP phone]) by *Monday, [date]*

The 2004-2005 year will be filled with new events and opportunities for the Emerald Society and the Women's Business Center. If you have a friend or business associate who would enjoy meeting other business people and hearing about our programs, feel free to bring them along. We'd love to get as many people as possible excited about what we're accomplishing at the Women's Business Center so we can make the coming year even more successful!

I hope to see you at the Emerald Society Appreciation!

Sincerely,

[sender]

INVITATION TEXT

You are cordially invited to an

Emerald Society Appreciation

An evening of social networking
honoring Emerald Society members
for their support of
The Women's Business Center of Southern Alabama

Hosted by [host]

Wednesday, [date]

6:00 – 8:00 p.m.

[address]

[city, state zip]

(map on back – for directions, call [host] at [host phone])

Hors d'oeuvres, wine, iced tea and soft drinks will be served

Feel free to invite friends and business associates
who may be interested in supporting WBC

RVSP (with number of guests) to [RSVP name] ([RSVP phone])
by Monday, [date]