

## SAMPLE INVITATION E-MAIL

Hello [name],

I am writing to ask you to join me for a luncheon which promises to be an amazing afternoon – Tuesday, March 20, 2012, at the Connecticut Convention Center. The occasion is YWCA Hartford Region's 17th annual *In the Company of Women* luncheon. The luncheon benefits the programs and services of the YWCA, which has been committed to women in Hartford for 144 years.

The keynote speaker this year is Rosie Perez, actress and advocate. Go to [www.ywcahartford.org/luncheon.php](http://www.ywcahartford.org/luncheon.php) to read her bio.

I am a Table Captain for the luncheon. I am inviting you to join me at this amazing and empowering event. I do hope you will come! During the luncheon, you will hear how YWCA transforms the lives of women, girls and families in the community, and how you can support this life-changing organization. The best part of this event is that there will be **1,500** attendees gathered for an energizing and inspiring afternoon.

I am asking you to join me at my table and agree to make a minimum donation of \$150 to YWCA at the luncheon. It would mean so much to me if you could join me, and I hope you will consider it.

If this is something you're interested in, even if you can't commit for sure right now, please let me know. Also, I'd be happy for you to invite colleagues, friends, neighbors or other acquaintances to join us at the table. Just let me know if you'd like to invite someone to come along, so I can keep tabs on how many people might be sitting at the table.

Support YWCA's mission to *eliminate racism and empower women*. You can learn more at <http://www.ywcahartford.org> if you are interested.

[Your Name]