

<date>

<ttl> <fname> <lname>
<jobttl>, <companyname>
<address 1>
<address 2>
<city>, <state> <zip>

Dear <ttl> <lname>,

The <chaptername> chapter of the Healthcare Financial Management Association (HFMA) appreciates the ongoing support of <companyname> as a sponsor. In our new year, beginning June 1, <nextyear>, we are offering sponsorship levels as a way for organizations like yours to receive added recognition for your commitment. Any sponsor may qualify for a sponsorship level by selecting individual sponsorship opportunities (see descriptions and pricing, attached) that added together, meet the support threshold for a particular level. The four <nextyear> levels are:

<u>Level</u>	<u>Support Threshold</u>
Diamond	\$ <a> and above
Platinum	\$ and above
Gold	\$ <c> and above
Silver	\$ <d> and above

All sponsors achieving one of the above levels will receive additional recognition in chapter publications including the chapter Membership Directory and chapter newsletter (four editions throughout the year). These sponsors will also be verbally acknowledged by <nextyear>'s chapter President, <presfname> <preslname> at our annual chapter summit in November and during awards presentations at the annual golf outing, two of our chapter's best attended events.

I hope you'll consider joining this special group of sponsors. You will receive a call from me early in the week of <fudate>. At that time, I'd be pleased to answer any questions you may have and to begin discussing how <companyname> may wish to participate in next year's sponsorship program. And again, on behalf of my colleagues in the <chaptername> chapter of HFMA, thank you for your support.

Sincerely,

<sponchairfname> <sponchairlname>
Sponsorship Chairman
<chaptername>

attachment