Hello from (*insert chapter name*)!

Our annual (*insert chapter name*) is being held on (date) in (location).  We are reaching out to see if (*insert vendor name*) would be interested in being a conference sponsor at this year’s event.

As a completely volunteer-based and (insert status as non-dues collecting, non-profit, etc.) ACDIS Chapter, your sponsorship would help support the cost of the venue, food, and door prizes. We anticipate (insert number of projected attendees) CDI/coding professionals participating based on last year’s attendance.

**We currently have four sponsorship levels (amend levels and associated costs as needed):**

* Gold (Lunch Sponsor) – approximately $2500.00 (available)
* Silver (Breakfast Sponsor) -- approximately $1200.00 (available)
* Bronze (snack sponsor) – approximately $600.00 (available)
* Star Sponsors (Gift cards, Goodie Bags, Drinks (coffee, juice, pop/water, etc.) – approximately $700.00 (available)

This is a wonderful opportunity to network and provide education to our (insert name of chapter) CDI professionals. We look forward to hearing back from you on your interest with our conference (attached is our Save-the-Date Flyer).

Thank you in advance for sponsorship consideration.

Sincerely,

Name

title

Contact information

Phone, email