

Major Gift Cultivation Event Invitation on Board Member's Letterhead

Date

Name

Address

City, State, Zip

Dear Name:

My wife, Susan, and I would like to personally invite you to our home on (date) for cocktails and dinner to learn more about some exciting plans underway at _____ Hospital. For nearly twenty years, I have been a hospital board member and have seen firsthand what an incredible resource we have right here in our own backyard. We would love the opportunity to introduce you to the hospital and meet the President and Chief Executive Officer, (name), and the Chairman of the Department of Pediatrics, (name), to learn more about the hospital's strategic vision for the future.

We sincerely hope you can join us on (date) for what promises to be a very enjoyable and interesting evening. Cocktails will begin at 6:30 p.m., followed by a brief presentation and dinner at 7:30 p.m. Our home is located at (address) in Chicago. Please Respond by (date) to my assistant, (name), at (phone number). Thank you and we hope to see you on the (date)!

Warmest Regards,

Board member