**Solicitation Letter Example for Contributions from the Allied Trades**:

Use the following letter as a guide or suggestion when soliciting contributions or financial support for the district meetings and/or reception and social events:

[date]

[contact name if known of Allied Trades firms]

[company name]

[address]

[city, state/province, postal code]

[country]

Dear [first name of contact]:

The meeting of [name of the district] of the IAOM will be held at the [name of hotel; address; city, state/province and mail code] on [days and dates]. The meeting will include technical sessions, annual business meeting, a banquet and a pre-banquet reception.

We are requesting a contribution from your company to help us defray the expenses of the (name) District meeting. It is our goal to conduct an educational and successful meeting. All companies making contributions will be recognized during the meeting and with your contributory check, please include a business card, which will allow us to properly identify your company.

Please make your check out to [identification of fund or account] and send it to:

 [Name of district Secretary / Treasurer]

 [address]

 [city, state and zip/postal code]

Thank you in advance for your continued support and we look forward to receiving your contribution and having you participate as a sponsor of the [name] District annual meeting.

Sincerely,

[name], Chairperson

[name of district] Allied Trades Committee