

Invitation to Chamber of Commerce Event

This package contains:

1. Instructions & Checklist for Writing an Invitation to a Chamber of Commerce Event
2. Invitation to a Chamber of Commerce Event

Instructions & Checklist for an Invitation to a Chamber of Commerce Event

- This package contains: (1) Instructions & Checklist for an Invitation to a Chamber of Commerce Event; and (2) Invitation to a Chamber of Commerce Event.

- This form is designed to assist you in drafting a letter to a business person who is not a member of the Chamber of Commerce, inviting him or her to an event to be held by the Chamber.

- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

August 29, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

Everyone enjoys a little happy-hour relaxation after a hard day's work, but how often do you get to attend a happy hour that can help build your business at the same time?

That's what I'm inviting you to:

It's a [Name of Event, i.e. *Happy Hour Meet and Greet*] to be held on [Date] from [Start Hour] to [Ending Hour] at [Name and Address of Location]. an occasional event held by the [Name of City or Town] Chamber of Commerce.

It's a wonderful chance to meet other local entrepreneurs, find out about the Chamber and what it can do for your business, plus get information on how you can become a member. But most of all, it's a great opportunity just to relax, have a good time and meet some very nice people.

If you'd like to go, I'd be happy to accompany you. I can pick you up at your office, or wherever you like – just give me a call. Or, of course you're welcome to just drop in.

I hope to see you there.

Cordially,

[Your Name]

Enclosures