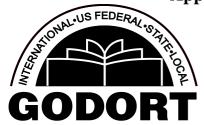
## **Appendix C: Letters – Sample Solicitation Letter**



## Government Documents Round Table • American Library Association

[Date]

Address XXX

Dear Ms. XXX

I am writing on behalf of the Government Documents Round Table (GODORT) of the American Library Association (ALA) to invite your company's sponsorship of [program, preconference, event]. We have greatly appreciated your past support and invite you to again participate with us. This event will be [when and where]. We expect a turnout of [who and how many]. Your donation will be used for [what the money will be used for].

As you know the [program/preconference does what]

As a Sponsor, you will be prominently identified in advertising for the event both before and during the event. Unlike the main ALA exhibits area, this [program/preconference] will provide an excellent unhurried opportunity for companies who product important documents-related products to meet their primary clientele. [why would they want to do this?]

In addition, we will be very happy to include notice of your user meetings in our GODORT Annotated Schedule. The Annotated Schedule is the major guide to the conference for documents librarians and some map librarians as they plan their conference schedules. In addition, your company would be listed as a sponsor in *DttP*, the GODORT journal, and the preconference flyers.

If your company is interested in assisting with this [event, etc.] please notify me of your sponsorship and the amount of your contribution by [date]. We would appreciate receiving the contributions by [date]. The check should be made payable to: ALA Government Documents Round Table.

Please send the check to: [name and address of GODORT Treasurer]

If you need further information about the GODORT [program/preconference], please contact me. My telephone number is []. I look forward to hearing from you.

Cordially,

[Name and GODORT title]