TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Formal Business Letter

Dear Mr. Frank,

As you know, here at B&B Industries, we are proud to be a United Way corporate sponsor. Each year, this partnership requires the hard work of volunteers across the organization. This year, I would like to invite you to serve on our board of directors for the annual United Way Campaign as Vice President.

As Vice President of the 20XX United Way Campaign, you’d be instrumental in leading the year’s fundraising efforts and encouraging volunteer events across the organization. In this role, you’d be volunteering alongside Greg Chems, President of the B&B Industries United Way Chapter. Your role would begin March 1 and carry through until February 1 of 20XX.

I appreciate your consideration for this role and look forward to hearing from you soon.

Yours sincerely

Ben Thompson

Director of Marketing