Dear :

Attached is a receipt for the generous contribution to the Alliance for Response Forum. We are grateful that will be sponsoring the at the Forum on at . We expect about participants at the event.

Here are a few more details about the meeting:

* The address of the is . Please use the mainentrance. Local committee members will be there by to guide you to the meeting room after you have passed through security. Just in case, my cell phone number is .
* The Forum sponsors will be credited at the top of the Forum program and on signs for the meeting room. You will also be introduced during the day.
* As I mentioned, you will be sharing a 6-foot resource table with in the room where the meeting will take place. The museum is providing bags to participants for collecting information materials.

You will be receiving an up-to-date agenda by e-mail today or tomorrow. I hope you are planning to stay all day.

With our sincere thanks,