

Event Overview: Annual Endowment Fundraising Gala

Date: Saturday, March 15, 2024

Time: 6:00 PM - 10:00 PM

Location: Grand Ballroom, Elegant Hotel, 1234 Elite Ave, City, State

Dear [Recipient's Name],

We are excited to announce the upcoming Annual Endowment Fundraising Gala, a signature event that supports our school's mission and enhances the educational experience for our students. This year, we aim to raise funds to support our scholarship program, facilities improvements, and innovative educational programs.

Event Highlights:

- Cocktail Reception
- Gourmet Dinner
- Keynote Address by [Notable Speaker]
- Live Auction with Exciting Items
- Musical Entertainment from [Artist/Band]

Tickets:

Tickets are priced at \$150 per person. Tables for ten are available at a discounted rate of \$1,350. Your participation will make a significant impact on our school community.

Sponsorship Opportunities:

We welcome corporate and individual sponsorships. Various levels of sponsorship are available, each with unique recognition opportunities. Please see the attached sponsorship brochure for details.

Your support can help shape the future of our school and provide invaluable opportunities for our students. We hope to see you at the gala!

RSVP:

Please RSVP by February 15, 2024, to [Your Contact Information].

Warm regards,

[Your Name]

[Your Title]

[School Name]

[School Contact Information]