

Charity Fundraiser Event Hospitality Arrangements

Dear [Recipient Name],

We are excited to welcome you to our upcoming charity fundraiser event, scheduled for [Date] at [Venue]. Your support plays a vital role in our mission to [briefly describe mission or cause].

To ensure a memorable experience, we have arranged the following hospitality details for our esteemed guests:

- **Check-in:** Opens at [Time]
- **Reception:** [Type of reception, e.g., cocktail reception, dinner]
- **Menu:** [Brief description of menu, e.g., gourmet dinner, appetizers]
- **Entertainment:** [Details on entertainment, e.g., live music, keynote speaker]
- **Dress Code:** [Dress code information]

We appreciate your generous support and look forward to sharing an unforgettable evening to benefit [specific cause/organization]. If you have any questions or special requests, please do not hesitate to reach out.

Warm regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]