September 18, 2006

Name  
Company  
Street  
City, ST ZIP

Dear Name,

The String Ensemble and Acadia Brass from the Bangor Symphony Orchestra will present a special evening of musical entertainment as the Inland Foundation hosts a Fall Pops Concert at the Waterville Opera House on Friday, November 10, 2006. Proceeds from the event will go toward the modernization and expansion of the Emergency Department at Inland Hospital and I am writing to ask you to support this effort by advertising in our commemorative program.

The Emergency Department at Inland is a vital community resource – we care for more than 14,000 emergency patients a year in space that was originally designed for only 10,000 annual visits. The project will involve renovation of existing space and new construction of 2300 square feet that will provide up-to-date, private treatment rooms, new waiting, triage and registration areas and expanded support space for physicians, nurses and other providers. The main goal is to offer emergency care in a more timely manner, while respecting and protecting the privacy and dignity of patients and their families.

Please help make a difference in our community by contributing to the success of this superb cultural event. Your advertisement will be seen by every guest at the concert and your support will be acknowledged in the Morning Sentinel.

For your convenience, I have enclosed the details about program advertising. If you have questions, or would like to make arrangements for your ad, please call the Inland Foundation Office at 861-3377.

Thank you for considering this opportunity.

Sincerely,

John Doe, Chair  
Inland Foundation Board

P.S. Thank you for considering an ad. We’ll call you in a few days to follow up.

Enclosure: advertisement information