

Hello [insert name or names],

The NV/CA Regional Alumni Association is delighted to have [insert name of university, company or organization] as a [continuing or new] sponsor/partner.

I have drafted an invoice for the upcoming events for you to review. If [insert name of university, company or organization] elects one of the other options, I will make those changes. (Also, I copied and pasted the information from the previous invoice.)

The next steps include:

1. designating the representative(s) for the conference in October
2. submitting quality headshots of the representatives
3. submitting a quality photo of the most recent university logo
4. submitting a recruitment slide presentation (ppt) and/or video or a link
5. sending the current representatives' contact information

Again, we are excited to have [insert name of university, company or organization] on board for the NV/CA Region Fall Leadership Conference 2025.

Let me know if I can assist you further.

See you at conference!

Sincerely,

Barbara A. Dimopoulos
Nevada/California Regional Alumni Association (NCRAA)
Treasurer/Sponsor Liaison
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