

SAMPLE PROSPECT INVITATION LETTER

Any Rotary Club Logo

Date:

Mr. John Doe
Sharp Company
Address 1
Address 2

Dear John:

(Member Name), a respected member of our Rotary Club has put forward your name as a leader in business, a professional and someone involved in our community. We would therefore like to extend an invitation to you to come to a relaxed evening, with like-minded people, to hear about the activities of Rotary International and our Rotary Club.

It has been said that – Rotary has a destiny to become the most important, non-government, non-profit, non-religious, non-political organization in the world's history. We believe that this is true and would like you to hear about what we are doing in our community and in the world.

The evening has been arranged by the Any Rotary Club, and will be held at (LOCATION) on Day/Month/Year/Time.

Wine and hors d'oeuvres will follow this short information session. Please confirm your attendance by Day/Month/Year, to Club Member at PHONE. Your spouse is also welcome to attend.

If you would like to attend, but are unable to for some reason, please call Club Member so that another opportunity may be arranged for you.

We hope that you will be our guest on this evening and look forward to getting to know you better.

Sincerely,

NAME
President 2008-2009