



April 1, 2014

Jane Smith
President
Organization Name
123 Any Street
Tacoma, WA 98405

Dear Ms. Smith,

There are currently three member openings on the City Events and Recognitions Committee (CERC), and I would appreciate your assistance in setting up an opportunity for me to come speak at an upcoming Organization Name meeting about these volunteer positions.

The CERC is comprised of residents from each of Tacoma's five Council Districts. Members address matters pertaining to City-hosted events and special recognition programs, and they are responsible for planning, reviewing and evaluating events, engaging the community in fundraising efforts, and soliciting corporate and private sponsorships to leverage funds for City-hosted events such as the Martin Luther King Jr. Celebration and the City of Destiny Awards.

Meetings are held at 6 p.m., on the second and fourth Monday of each month, in the Tacoma Municipal Building Visibility Center (747 Market St., 9th Floor).

The quarterly call for applications begins today.

If you have any questions at this point regarding my request to speak, please contact me at name@email.com or (253) 123-4567.

I look forward to hearing from you.

Sincerely,

Name
Title
Organization Name