



May 16, 2017

Manager Name
ABC Company
1234 Any Street
City, ST ZIP##

Dear Manager Name,

The Black Women's Leadership Council (BWLC) is a professional development organization whose mission is to advance the personal and professional development of African American women in Corporate America as well as different facets of the business community. Since 1986, BWLC has helped black women at Xerox Corporation to achieve their professional goals through many internal avenues, including forging partnerships with senior management, which helps facilitate hiring, retention, and development of African American women while satisfying business needs.

We need your help! We are preparing for our "*Leading Figures Rise Up!*" 2017 Destination Summit, which is open to all women in Corporate America, Professional Services Organizations as well as entrepreneurs and students. Hosted at the InterContinental Hotel & Resorts in New Orleans, Louisiana on July 21st – 23rd, our Summit will include a Mardi Gras Gala on Saturday night. During our gala, we will announce the winners of our Silent Auction, our signature fundraiser in which 100% of the proceeds are used by the BWLC Foundation to award scholarships to African Americans female high schools seniors and undergraduate students each year.

We are currently seeking donations for our Mardi Gras Gala and Silent Auction. This includes but is not limited to:

- 200 Mardi Gras masks (purple, green, and gold)
- 900 Mardi Gras beads (purple, green, and gold)
- 20 Mardi Gras-themed centerpieces
- Silent Auction items, such as jewelry, handbags, hotel stay, gift baskets, paintings, art work, or items that will appeal to our audience.
- **Your logo!** We will proudly express our appreciation for your support in our program book if we receive your logo by June 15, 2017.

An in-kind donation to help our organization is a great public relations opportunity for your organization. Upon receipt of your donation, you will receive an In-Kind Donation Receipt that includes the Black Women's Leadership Council non-profit ID for corporate tax purposes. The Black Women's Leadership Council Foundation is also exempt under Section 501C(3) of the Internal Revenue Code, so your donation may be tax deductible as a charitable contribution.

If you have questions, please contact me directly at (214) 887-7091 or bwlcsummit2017@gmail.com.

Sincerely,

Nicole Smith

Nicole Smith
Conference Committee Co-Chair