

September 1, 2009

Name
Company
Address
City, State, ZIP

Dear Name:

Thank you for sponsoring conference pens and notebooks for all attendees at CUES' XXX Council meeting, to be held XX-XX-2009 at XXXX in XXX. Details are outlined below and your signature indicates your agreement to the terms and details.

The Council will order padded journal notebooks for each attendee at the conference. Notebooks will include an embossed company logo on the cover (please forward your logo in .tif format to XXXX@XXXX.com) as well as a customized cover letter from your firm to all conference attendees. Notebooks and pens will be distributed to attendees prior to the start of the opening session. Customized letter information will be finalized closer to the start of the conference.

Quantities and deadlines will be determined closer to the start of the conference.

An invoice for \$XXX to cover your sponsorship investment will be sent to you under separate cover.

Please sign below to confirm your sponsorship commitment and return by fax at XXX.XXX.XXXX. **No cancellations or refunds 60 days prior to conference.**

Signature

Date

Warm regards,

XXXXX
(title of Officer)