

Date

Name
Address

Dear

Re: *(Name of Conference, date and venue)*

The Association of Applied Biologists will be holding a *(one/two/three)* day Conference at the *(venue)* from *(start date-finish date)*. The theme of the Conference will be *(Title of Conference)* and will cover a wide range of interests from *(genetics, plant breeding, genetic conversation, plant pathology, entomology, zoology, plant physiology, virology, chemistry and biochemistry)*. The Association has a membership of approximately 800, most of whom are UK scientists, although increasingly members are being attracted from the Continent and further afield from both developing and developed countries.

We hope for an attendance of between *(100)* and *(150)* people. *(As part of the programme there will be a half day visit to ...)*. Donations in the form of sponsorship to meet the travel and subsistence costs of prestigious speakers from within the UK and overseas, or contributions for a wine reception or conference stationery, are welcomed. This keeps delegate fees as low as possible and enables the Association to subsidise UK students to attend the conference by charging lower registration rates and offering travel grants.

I am therefore writing to you to enquire if your organisation/company would be prepared to help with sponsorship contributions or any other form of assistance that you think appropriate. Sponsoring organisations/bodies will be clearly identified and acknowledged in the Conference programme. If you have any queries, please do not hesitate to contact me. I hope you are able to consider my request sympathetically and look forward to hearing from you.

Yours sincerely