

SAMPLE FORM LETTER

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«Title» «First_Name» «MI»«Last_Name»
«JobTitle»
«Company»
«Address1»
«Address2»
«City», «St». «PostalCode»

«Title» «Last_Name»,

Engineer’s Week will be celebrated nationally by thousands of engineers, engineering students, teachers, and leaders in government and business during the week of February 19-25, 2006. During this week, the Hartford Section of the ASME will be joining our national counterparts in celebrating the outstanding contributions of engineers.

One night this week, the Hartford Section will be hosting Engineer’s Night for the twentieth consecutive year. The success of Engineer’s Night is due in large part to the participation of companies like yours.

Engineer’s Night provides an excellent opportunity for you to recognize one or more individuals within your organization who have made exemplary achievements to the field of mechanical engineering. These can either be either lifetime or significant project based achievements. We intend to honor these individuals during a dinner meeting to be held during Engineer’s Week 2006. As in the past, this is an opportunity to network and socialize with many local engineers and engineering leaders. The awards presentation provides a cost effective opportunity to recognize the achievements of an engineer within your organization in the presence of their peers.

Each award recipient will receive a specially designed plaque with the ASME logo that incorporates a letter of commendation on your company letterhead. A photo of this plaque is available upon request. As always, company participation in the dinner event and presentation is greatly encouraged.

A member of my team will be available to discuss this program with you or a member of your staff and can be reached during regular working hours at (860) 722-5055 or by e-mail at roym2@asme.org

The Hartford Section hopes that we can again count on your support and look forward to your confirmation by December 30, 2005.

Respectfully,

Michael Delin, Engineer’s Week Chairman

cc: Harry Perrine, Hartford Section Chairman