

SAMPLE (Included with the formal letter)

+++++

++

Engineer's Night Banquet Details

The Hartford Section will join our local and national counterparts in celebrating Engineer's Week 2006 with our 20th annual Engineer's Night Awards Banquet. This is a dinner meeting, which will be held on Thursday, February 23, 2006. This is an opportunity for local companies to recognize an engineer in their organization who has made exemplary achievements to the field of mechanical engineering. This evening can also be used to recognize an engineer who has made significant contributions to the success of your company.

The evening will begin with a cash bar social hour followed by a sit down dinner. The awards presentations will begin immediately following dessert. Each award recipient will be presented with a specially designed plaque. Traditionally the recipient's manager or department head presents the award. Each presentation will be limited to 5 minutes. The recipient will then be given a few minutes for an acceptance speech, if they desire.

The cost for the evening will be \$750, which includes one plaque and dinner for eight. Additional meals are available for \$35 per person. You will need to present us with a letter of commendation on company letterhead signed by the head of your engineering organization or your company's president no later than Friday, January 6th, 2006.

You select the engineer at your company that you wish to recognize, provide us with a letter of commendation and provide us with a guest list. We will take care of the planning and coordination of the event. If you have any questions please call me or a member of my team.

Mike Delin, Engineer's Night Coordinator, 860-123-4567
Michael Roy, 860-123-9876