

**THE SECOND MASTER FOR THIS FORM IS ON THE OTHER
COMPUTER/LETTERHEAD UNDER :MEMOTEMPLATE/RED HOT EVENT!**

Date: June 1, 2010

To: XXXXXXXXXXXXXXXX

From: Colleen Grothem – Executive Director

Re: “RED HOT EVENT FOR WOMEN” - Invitation to participate

Your local Chapter of the American Red Cross will be hosting a new fund raising event in Marshall. This event will be used to raise awareness of the disaster assistance we provide individuals following a local disaster and to raise money to pay for related costs.

We've selected you and your business as a potential vendor and hope you will be able to participate. Please review the following information and respond to this invitation **by June 27, 2010.**

Please see the attachments for further information and registration.

We look forward to hearing from and seeing each of you at this event!

Colleen