Dear <Name>:

As you may know, I currently serve on the Local Host Committee for the National LGBT Bar Association’s upcoming Lavender Law Conference & Career Fair. I am reaching out to you to encourage <COMPANY> to participate in the annual event this year. We would be thrilled to announce your participation to our attendees.

This year’s conference is taking place August 23-25th at the Washington Hilton in Washington, DC. We already have over 100 law firms and organizations confirm their participation, and I hope we can add your firm to an already impressive list of support.

As you know from your past participation, this event is a great forum for you to reach out to a wide array of candidates. Additionally, many of our supporters list their participation in their firm’s diversity materials to showcase their commitment to an inclusive work environment.

The event will feature workshops and plenary sessions on such topics as real estate, intellectual property, patents, transactional business practice, family law, immigration, trademarks, corporate governance, complex business litigation and employment law, among other matters. With over 1,500 attendees expected, this event is shaping up to be our best yet, and I truly hope you can join us.

Please visit lgbtbar.org to learn more about this year’s conference and fantastic line-up of speakers. You may also register <COMPANY>’s sponsorship directly on the conference web site at [lgbtbar.org/annual](http://www.lgbtbar.org/annual/).

We truly appreciate the past support of <COMPANY>, and hope you will be able to renew your sponsorship again this year. Please feel free to contact me should you need additional information or have any questions. I hope to see you in August!

Sincerely,

<Your Name, Company>

Local Host Committee, Lavender Law 2012

<Phone Number>