Example Classic Email:

Paul:   I hope you and your entire family had a great Christmas and a Happy New Year.

As you know, I am a member of the Rotary Club of Schaumburg-Hoffman Estates and this year I am the Chairman of our major fundraiser, the Classic 10,000, where someone will win $10,000!  As you can see on the attached brochure, our Club is very active and involved.

This year the Classic will be different.  Usually it is at a hotel or banquet facility and this year I have “blown it up.”  We are taking over an entire floor of raw space in an office building and making it our very own, by bringing in a number of restaurants, a great band, and surprises.  We will have food, beverages, dancing, a live and a silent auction and other fun activities.  The theme of our event this year is “Diamonds and Denims” and will be held on March 11, 2017 at the Two Century Centre, 1700 East Golf Road, 6th Floor, Schaumburg, Illinois.  I have attached a prototype of the ticket and I hope that you would consider attending, or if you can’t make it, purchasing a ticket or two and return the attached to me and I will complete your tickets.  If you want to attend and do not want to drive afterwards, we have rooms at the nearby Courtyard by Marriott at a special rate, with a shuttle bus to and from the event.  Let me know if you want to stay overnight and I will give you the information on how to register.

If you have any questions about this event or our Club, please don’t hesitate to contact me.

As you can also see, I have also attached a form for sponsorships, which would be a great way for your firm to be a sponsor of our event and would be a great way to help others and to get your name in front of 400 or so people.

Thanks for taking the time to read my email and I hope that you can make it.  It should be a fun night.  Go Green!