[Date of Ask Letter]

[Name and address of representative and company]

Dear [ ]:

My name is \_\_\_\_\_ and I am on the conference planning committee for the Brain Injury Association of Maryland (BIAMD). The BIAMD is a small non-profit organization with the mission to create a better future for individuals living with traumatic brain injury through outreach, education, and advocacy.

I am reaching out to request a donation item for our upcoming Silent Auction during BIAMD’s 35th Annual Brain Injury Conference being held at DoubleTree Pikesville, on March 23rd -24th, 2023. We anticipate that there will be over 400 participants from throughout the Mid-Atlantic region. Our Online Silent Auction is an important fundraiser for BIAMD and last year accounted for over $5,000 raised to support important services for families and survivors of brain injury.

Last year, we received over 320 phone calls and over 1,000 clicks on our website per month by families seeking information about brain injury for themselves or a loved one. Through our programs, we can provide educational information to brain injury survivors and their family members, educate school children about brain injury prevention, as well as providing educational resources to brain injury professionals. You can read more about our mission and impact at [www.biamd.org](http://www.biamd.org/).

Your contribution to the Silent Auction not only makes our conference more engaging and enjoyable for our diverse attendees, but also provides excellent online and in person exposure for you and your company. Your business would be listed on our website, conference materials, and reach potential customers all over the region.

The Brain Injury Association of Maryland, Inc. is a 501(c)(3) organization. Our Federal ID number is: 52-1279693.  Our DUNS # is 967684119.  A donation form is included for your convenience.

BIAMD greatly appreciates your support.

Sincerely,

(Your name here)

Conference Planning Committee Member