**Sample Gala Introduction Email**

Please replace the bracketed text in the sample email below and hyperlink your fundraising page.

Please feel free to edit to your personal style or relationship with the recipient.

Please contact Howard Stregack for assistance in creating a personal fundraising page, which can be used as a landing page for all of your contacts.

For questions or assistance, contact Howard Stregack at [hstregack@thearcofnova.org](mailto:hstregack@thearcofnova.org)

Dear [Name],

As you may know, I am on the Board of Directors of The Arc of Northern Virginia, a local nonprofit that serves individuals with intellectual and developmental disabilities—such as autism, Down syndrome, cerebral palsy, epilepsy, and rare chromosomal disorder—and their families.

This is a cause that is very dear to me. [Add optional personal connection.]

On October 22, we will be holding our “[A Motown Experience Gala](https://thearcofnova.org/happenings/gala/)” which will raise critical funds to make possible our programs, services, and advocacy education for the 34,000 people with ID/DD and their families living in Northern Virginia.

I hope that you can join in making this a successful effort.

It would be wonderful if you could join us as a Sponsor of the Gala. It would make such an important difference to furthering our vital work. You can see details about our various Sponsor levels and individual tickets [here](https://thearcofnova.org/content/uploads/sites/6/2016/06/2016_Sponsor-Pack-updated-June-15-2016.pdf).

Please take a moment to visit my personal fundraising page (here) to read more about the Gala, the work of The Arc of Northern Virginia, and how you can help.

Thank you so much!

Sincerely,

[Name]