First name Last name  
Address

Date

Dear name,

On behalf of the Healthcare Businesswomen’s Association (HBA) chapter/region, I want to thank you for your support of event name/date.

For over 40 years, the HBA has worked to further the advancement and impact of women in the business of healthcare. The commitment and support of companies like yours helps to drive our mission forward and provide real value to our members in their development. Together, we truly are a **united force for change**.

(Insert any other relevant event details or sponsorship details here.)

Attached here are the relevant documents which detail your sponsorship support. Please complete and return these documents to me at your earliest convenience.

Thank you once again for your generous support of HBA chapter/region and we look forward to partnering with you on this event.

Sincerely,

**First name Last name**  
HBA title, chapter/region

Email address  
phone