



Brain Injury Support Group Alliance

Peer Support for People Since 1981

[place date here]

RE: Refreshments Donations

To whom it may concern:

The Brain Support Group Alliance is responsible for creating and assisting peer support groups for people who experience Brain Injury, families and care givers.

We are assisting with the creation of the [place your group name here] Area Brain Injury Support Group to address the interests and needs of people recovering from Brain Injury, family members, caregivers and all concerned others. Individuals striving to overcome the hidden consequences of Brain Injury to achieve or maintain increased levels of independence and community functioning are encouraged to attend.

We are currently seeking local businesses to underwrite the cost of refreshments or to provide light refreshments for one or more of these meetings.

In exchange, as a means to thank the contributors, we will put the name of the business that donates refreshments on our meeting notices and the meeting reminder post cards that we send to members. (Example: “*Refreshments Provided by Joe’s Market*”) We will also send our contributors a copy of anything that includes the thank you message.

Any help you can provide in this endeavor will be greatly appreciated. Your help will significantly improve the success of this group.

The bearer of this letter is authorized to request your help. Can we count on you for your support?

Respectfully yours,

[replace my information with your leader’s name and contact information here]

John Pistorius,
Webmaster www.bisga.org,
412-481-0443
jp@pabia.org

[place your second leader’s name and contact information here]

Coordinator,
[your group name] Area Support Group
[contact phone number]
[email address]