

YOUR LETTERHEAD

August 0, 0000

Dear (SPECIFIC NAME):

You are cordially invited **Wednesday, August 00th , from 0:00AM-0:00AM** to the Wednesday chapter of BNI at RESTAURANT located ADDRESS.

BNI- Business Network Int'l is a business and professional networking organization whose primary purpose is to exchange qualified business referrals. It is the largest networking organization of its kind. BNI has over 3625 chapters internationally. Last year, members of BNI passed 3.3 million referrals, which generated \$1.5 billion worth of business for each other.

What makes BNI unique is that it allows only one person per professional networking organization to join a chapter. Thus, once you have joined, none of your competitors can participate.

Our Success Builders Chapter is currently looking for a PROFESSION to refer business to. I would like to personally invite you to the visitor's day so you can learn more about the organization and find out if you would be interested in generating a steady source of referral business for yourself.

Seating may be limited, so please RSVP by calling me at (701)000.0000. **There is no charge to attend, and your breakfast will be paid for by the chapter!**

I will be calling you within a week of the date of this letter to answer any questions you may have and confirm if you will be attending. Remember to bring plenty of business cards to pass around, as you will meet lots of local business professionals. We look forward to seeing you!

Sincerely,

Name
Chapter Name

P.S. Please feel free to bring a business associate with you who may also be interested in finding out how to generate more business through word-of-mouth advertising. This organization is really exciting.