

Graduate School of Biomedical Sciences
3601 4th Street, MS 6206
Texas Tech University Health Sciences Center
Lubbock, TX 79430

Dear [Insert Name],

Every year, the Texas Tech University Health Sciences (TTUHSC) Graduate students host Student Research Week (SRW). This is an incredible event where students from various schools have the opportunity to present their research, win awards, and meet with keynote speakers throughout the week. This year, SRW is entitled “SRW 2020: Visions of Biochemistry” and will be held March 10-13, 2020 with our distinguished speakers, Ernest Wright, D.Sc. and Maralice Conacci-Sorrell, Ph.D.

During SRW, the Graduate Student Association (GSA) hosts the SRW banquet designed to facilitate interactions between keynote speakers, faculty, and students in a constructive environment. The banquet is planned solely by students, and the event has had great success hosting 200+ guests and raising over \$3000 for GSBS student scholarships each year. At the banquet, we will have a silent auction to raise funds for student scholarships. These scholarships will help graduate students pay for school fees so that we can focus on our research and professional education.

We are working very hard to gather donations as well as items and services from the Lubbock community for our silent auction. Today we kindly ask if you would be willing to make a donation for the silent auction to allow us to raise money for student scholarships. Your contribution is tax deductible and we have a form available for your records. By donating, your business will be advertised at our banquet in exchange for supporting your local students. There will be prominent mention of our donors and any donations will be greatly appreciated.

All this could only be possible with your support. We greatly appreciate your consideration more than we can express in words. Please contact me if you have any questions. Thank you for your time.

Have a great rest of your day and go Red Raiders!

Sincerely,

[Student's Name & Signature]