Dear David and Ruo,

My name is **[name]**, and I am **[position]** a new event called the AMBITION Bone Marrow Typing Drive. We are currently knee-deep in planning the event and although the event is being hosted by Stanford Lambda Phi Epsilon, we think that it would be a great event for us to collaborate with other groups on. The date for the event is tentatively scheduled for either Friday, October 24th or Saturday, October 25th in the Old Union Courtyard.

Every year, we hold a bone marrow drive, but they have usually been relatively small events with us tabling in White Plaza. This year, we want to greatly expand our bone marrow drive. Right now, we are planning on making AMBITION a huge performances-driven event featuring groups from both on and off campus (hopefully including **Supreme Soul** and/or **Kaba Modern**... we have received a response from KM, but no response from SS so far), guest speakers (hopefully including **Yul Kwon**... we are working closely with his assistant to see if he will be available), raffles (including a **Wii**), music (trying to secure a DJ from **WiLD 94.9**), and more.  We are also trying to reach out to as many of the minority groups on our campus as possible to get everyone involved for the cause, so we can have that covered.

We feel that this would be a great opportunity to outreach to the graduate student population as well (as there are probably many grad students who have not been typed yet). We think that APAMSA would be a very good organization to work with and to provide outreach to the grad student population…

[need to finish, tie in + relate to the group as much as possible, let them know what we’re looking for when working with them]

Sincerely,

[Name]

[Position]

[E-mail]

[Phone Number]