



SAN MATEO COUNTY LEGAL PROFESSIONALS' ASSOCIATION

Member of Legal Professionals Incorporated

**Re: February 2023 3rd Quarterly Conference of Legal Professionals, Incorporated
(February 24-26, 2023), San Mateo Marriott Hotel, San Mateo, CA**

Dear Sir/Madam:

San Mateo County Legal Professionals Association ("SMCLPA") would like to offer you an opportunity to join us in a very exciting event scheduled for February 24-26, 2023. SMCLPA, a non-profit organization dedicated to educating and training legal professionals in all areas of law, has the honor of hosting the 3rd Quarterly Conference of Legal Professionals, Inc. ("LPI") at the San Mateo Marriott on February 24-26, 2023. Hundreds of legal professionals, including those working all over the Bay Area, will be attending.

All registered conference attendees will receive a "swag bag" filled with conference materials, gifts, water bottles, snacks, and promotional items. In addition, SMCLPA will be selling opportunity drawing tickets for chances to win various donated items.

We are asking for donations of items promoting your organization, cash, gift items or certificates, as well as sponsorship for our coffee breaks and printing of the conference brochures and programs. For your convenience, enclosed is our donation form which we would ask that you complete and return to the address noted on the form. Our tax id. number is 94-6173220.

Membership in SMCLPA and LPI® is open to anyone within the legal profession. Membership includes court clerks, court reporters, paralegals, legal assistants, legal administrators, banking/trust department personnel, and attorneys.

Please do not hesitate to contact us if you have any questions. Thank you very much for your assistance and generosity.

Sincerely,

Melissa R. Bettencourt
Co-Chair
SMCLPA

Melissa@katemoorelaw.com

**February 2023 3rd Quarterly Conference of Legal Professionals, Incorporated
(February 24-26, 2023), San Mateo Marriott Hotel, San Mateo, CA**

_____ **YES!** You can count on our financial support, as follows:
Donation Amount: \$ _____
(Please make checks payable to "SMCLPA")

_____	Platinum Sponsor	\$700 and up
_____	Gold Sponsor	\$400 - \$699
_____	Silver Sponsor	\$200 - \$399
_____	Bronze Sponsor	\$ 50 - \$199
_____	Copper Sponsor	\$ 25 - \$ 49

_____ **YES!** We will provide the following item(s) to be raffled:
_____ Gift Certificate(s)
_____ Gift Basket(s)
_____ Jewelry
_____ Electronic Item(s)
_____ Craft Item(s)
_____ Other

_____ **YES!** We will provide the following item(s) for the boodle bag:
_____ Pens/Highlighters _____ Snack Food
_____ Tablets _____ Post-It Notes
_____ Bottled Water
Other _____

Company Name: _____
Contact: _____
Street Address: _____
City, State, Zip: _____
Telephone and Fax: _____
E-Mail: _____
Tax I.D. No.: _____

Please return this Form to by mail or e-mail as soon as possible. Please send donations to the address below by **January 27, 2023** at the following address:

San Mateo County Legal Professionals Association
C/O Melissa Bettencourt, Président
Law Office of Katherine R. Moore
600 Allerton Street, Suite 202
Redwood City, CA 94063

2023 Quarterly Conference Co-Chair
Melissa R. Bettencourt
Melissa@katemoorelaw.com

We appreciate your help in making this event a success!

