

[Your Name]
[Your Title/Position]
[Your Organization/Institution]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[HBCU Name]
[HBCU Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my commitment to participate in the upcoming [Event Name] at [HBCU Name] on [Event Date].

Our organization acknowledges the importance of this event in promoting [specific goals such as educational opportunities, community engagement, etc.] and fostering collaboration among attendees. We are excited about the opportunity to engage with the HBCU community and contribute meaningfully to the event.

We are committed to [specific contributions/activities, such as workshops, presentations, sponsorship, etc.], and we look forward to [mention any specific goals or outcomes you hope to achieve].

Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] if you need any further information or to discuss our involvement further.

Thank you for the opportunity to be part of this important event.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization/Institution]