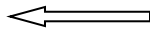


**Use the format in this example. This is one idea. Use your own words.
You are only limited by your own creativity.**

Student's Name

321 Blue Creek Rd.

Placerville, CA 95667



Use your own address or the school's address

March 10, 2019

Potential Buyer's Name

Business Name

344 Willow Way

Placerville, CA 95667

Dear Mr. Buyer:

In the first paragraph, give them some information about yourself and your project. Tell them what you have learned by doing this project, both leadership characteristics and technical information. What have you had to do to get your project to the fair? What experiences have you had as an FFA member throughout the year? What are your future goals in the FFA program? What else do you do besides FFA?

In the next paragraph tell the person why you are writing (showing your project and competing against your peers at the El Dorado County Fair) Give them the information about your show day(s) and times and invite them to attend the fair to see yours and others' project successes. Then invite them to attend the auction and give them the day and time (**Saturday, June 15th at 10am at the El Dorado County Fairgrounds in Placerville, Buyer registration begins at 8am**). Write some reasons why this would be a positive thing for them to do (supports young people, tax deduction for any donation made over the market price of the animal, good advertisement for their business, community activity, fun). Explain that before the auction starts you and other FFA and 4-H members are available to speak with community members about their projects and answer any questions that they might have.

In the last paragraph, tell them what your plans for the future are, what you will do with any profit, how you will benefit from their support. Close your letter by asking them again to support the FFA and 4-H members of our county and all of their hard work and dedication to animal husbandry and raising a quality market animal product for our local consumers.

Sincerely,

(sign your name here)

Include pictures of you and your project

Typed Student's Name