

**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

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 or 4-H member throughout the year? What are your future goals in the program? What else do you do besides FFA/4-H?

In the next paragraph tell the person why you are writing (showing your project and competing against your peers at the Central Florida 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 (Commercial Laying Hens- Sunday, March 3 at 3pm or Large Animal Market Sale- Sunday, March 10 at 2pm at the Central Florida Fairgrounds in Orlando, Buyer registration begins at 12pm). Write some reasons why this would be a positive thing for them to do (supports young people, tax deduction for a portion of the purchase price of the animal, good advertisement for their business, community activity, fun). Explain that before the auction starts you and other FFA/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/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