

Insert Area Council logo here (and delete this text box) Your Area Council logo is on the USB stick

date

\_\_\_\_\_ 4-H Area Council  
\_\_\_\_\_ – Area Council Treasurer  
Address 1  
Address 2

Dear Sir/Madam:

On behalf of the \_\_\_\_\_ 4-H Area Council, I am writing to request your sponsorship for our \_\_\_\_\_ 4-H Area Communications Competitions which will be held in \_\_\_\_\_ on (date) beginning at (time). The event will be held at the (location including address and town). The support of organizations such as yours makes it possible for the area council to hold this event and is greatly appreciated.

For over 100 years, 4-H programming in rural communities has been helping youth build confidence; learn skills in agriculture, home making, public speaking and leadership. Today when we look at our rural communities, we may notice many rural leaders who had their start in the 4-H program.

Participation in 4-H communications has always been a keystone of the program and continues to increase. This year’s event will feature 15 categories – Cloverbud, Junior, Intermediate, Senior and Adult (age 18-25) Public Speaking, One Person Visual Presentations and Two-Person Visual Presentations. Each of the (number of clubs) clubs in the (insert Area Council name) area is entitled to send one participant or team per category. Your support will be used to purchase tokens for the members who participate in the event or assist with the cost of lunch and facilities. You are invited to send a representative to enjoy the excellent program.

Cheques should be made payable to the “\_\_\_\_\_ 4-H Area Council”, and may be sent to the address above or to:

\_\_\_\_\_ 4-H Area Council  
Address 1  
Address 2

Replies would be appreciated by (insert date). This will insure that all sponsors are recognized in the event program. Please don’t hesitate to call me at (insert phone number) if you should have any questions.

Thank you for giving this request your consideration.

Sincerely,

(insert name)  
\_\_\_\_\_ 4-H Area Council Treasurer (or committee person)