



SPONSOR LETTER INSTRUCTIONS

These letters should be addressed to those family members, friends, neighbors, and local small businesses (dentist, doctors, lawyers, insurance agent, etc.) that you think might be willing to support your swim club. You should mail the completed forms and the pledges will be returned directly to the ALMA Swim Team. This way the swimmer will not deal directly with money and we can keep track of the requested and received pledges.

HOW TO FILL OUT THE SPONSOR LETTER

1. Enter the sponsor's name at the top of the letter (e.g., Dear Grandma). Fill out as many letters as you can to relatives, friends, neighbors, and local businesses.
2. Sign your letter below the "Thank you for supporting me!". You might want to add a personal note thanking your sponsor for their support and enthusiasm.
3. At the bottom of the letter, remember to write the full name of your sponsor and your full swimmer name. This way when the sponsor returns the bottom portion, we will know which swimmer to credit.
4. Accurately address the larger envelope with the Sponsor's Name and Address.
5. Fold the letter so it fits in the larger envelope (Large #10 Envelope (4 1/8" x 9 1/2")), and put the letter inside. Next be sure to include the return addressed small envelope (Small #6 Envelope (3 7/8" x 8 7/8")) inside as well. Seal the envelope and put the letter in the mail.