

# Sample Correspondence

The following letters are samples to give you some guidelines as you begin to write your own. Use them as is by simply adding our team name Rockwood Swim Club and Swim-A-Thon dates or create your own using these samples.

## Sample

Dear Aunt Tammy:

As you know I'm a swimmer and I swim a lot every day and I'm getting pretty good.

My swim team is raising money by having a Swim-A-Thon and I'd like you to help me by pledging \$.10 for each lap I swim. I will be swimming 200 lengths (I hope). That would be a donation of \$20.00

Thank you very much for helping my swim team and me!

Love,

**(Name)**

Member of the Rockwood Swim Team

## Sample

Dear Mr. Jones:

Well, it is annual lean on your friend's time again, and Dad says if you don't have friends to lean on, you'll fall down. Since this has to do with our 50-meter outdoor pool I might get wet, so I need YOU!

I swim competitively for the Rockwood Swim Team. Every year our club raises enough money for our youth swimming activities by participating in a Swim-A-Thon.

The money we raise goes to our club and only 5% goes to USA Swimming to help our programs. I'd like to tell you a little about our Club. Our swimmers have represented Rockwood in competitions all over the US. We have over 350 members in the Rockwood Swim Club.

There are many reasons to be proud of our team, and many reasons to raise money for team events for the coming season.

Here's how a Swim-A-Thon works: You pledge a certain amount of money for each length of a pool that I can swim within two (2) hours, up to a maximum of 200 lengths. After I swim, I will let you know how many lengths I completed and the total amount due for your donation.

You may pledge any amount that you like, and it may be tax deductible. If you prefer, you can make a flat pledge instead.

If I can count on you for support, please call or write my Dad or me.

Thank you,

**(Name)**

Member of the Rockwood Swim Team

## **Sample**

Dear Grandma & Grandpa:

Remember when I told you that I had started swimming for our local swim club? Well, it is going pretty well, and I really like it.

We just started a new project to help raise money for our team travel, and I could really use your help. We're having a Swim-A-Thon. Everyone on the team goes out and collects pledges for each length they can swim within two (2) hours up to 200 lengths of a pool.

My goal is to be the top fundraiser in our club, so I'm working very hard to collect as many pledges as I can, and I was hoping that you could make a pledge to help me reach my goal.

95% of the money we make goes directly to our club and 5% or \$12 per participate, goes to USA Swimming to help with all of the programs out of our national headquarters.

Just think, I'm not only helping myself and my club, but swimmers all over the country!

The way that this works is, you make a pledge to me for each length I can swim with the two (2) hour limit, and then I swim the lengths and let you know exactly what your donation comes to. You may pledge any amount that you like, and it may be tax deductible. If you prefer, you can make a flat pledge instead. You then send me a check made out to the Rockwood Swim Club.

As I said, I'm getting pretty good at this swimming stuff, so I think I can do all 200 lengths within the time limit.

If you would like to sponsor me, please let me know, and if you have any friends that might want to help out, I can always use their support also.

Thanks so much,

Love,

(Name)

Member of the Rockwood Swim Team