

## SWIM–A-THON Sponsor Letter INSTRUCTION SHEET

These letters should be addressed to those family members, friends, neighbors, and local small businesses who you think might be willing to support your swim club. You should mail the completed forms and the pledges will be returned directly to Chinook. 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 i.e. 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". You might want to add a personal note thanking your sponsor for their support and enthusiasm.
3. Accurately address the larger envelope with the Sponsor's Name and Address.
4. Fold the letter (two folds) so it fits in the larger envelope. Place the folded letter and the smaller envelope in the larger envelope.
5. Place a stamp on the outside envelope, seal the envelope, and put the letter in the mail.
6. Now, all **YOU** have to do is swim 200 laps or swim for two hours and hope you win some terrific prizes.

**GOOD LUCK SWIMMERS!!!!**