

## Sample Letters of Good Letters To Use

July 10, 2014

Dear J. J. Smith:

This is my sixth year in 4-H. I belong to the 4-H Busy Clovers. I would like to invite you to this year's Clark County Junior Fair Livestock Auction. There are three days of sales – July 23-25 at the Clark County Fairgrounds.

The first sale is the Sheep Sale on Wednesday, July 23, 9:00 AM at the Sheep Arena. A new Art Auction will begin at 12:30 PM followed by the Dairy Feeders and Dairy Milk Sale at 1:00 PM, Wednesday, July 23 in the Sheep Arena. The Swine Sale is Thursday, July 24<sup>th</sup>, 9:00 AM in the Swine Arena. I am planning on selling my market hog "Butch" at this sale. Small Animals sell on Friday, July 25<sup>th</sup> starting at 8:00 AM in the Champion Center Banquet Hall, Market Goats at 9 AM in the Cattle Arena, Baking Auction at 12:30 PM in the Expo Center followed by the Market Beef Auction.

I have spent many hours feeding, watering, walking and grooming Butch, my Hampshire market hog, for show and sale at the Clark County Fair. Other members in my club are showing sheep, dairy feeders, and turkeys. I hope you will be able to attend one or more of this year's sales to support 4-H members project efforts.

Come enjoy a day at the Fair, see all the 4-H animals and spend some time in the auction barn. Your bids will make a difference whether you buy "Butch" or some other member's 4-H project animal.

If you need a buyer's packet, please contact the Clark County Livestock Sale Committee at 244-4047.

Sincerely,

Adam Clover

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July 8, 2014

Clark's Excavating  
1000 Clark Road  
Springfield, OH 45502

Dear Mr. Clark:

My name is Whitney Green and this is my first year in 4-H. I am taking a market lamb project. My lamb is a wether and his name is Duke. I have spent a lot of time with Duke this summer. I have walked him, fed him, and even given him a bath.

I will be showing and selling Duke at the 2014 Clark County Junior Fair. I would like to invite you to the Clark County Junior Fair Market Lamb Sale on Wednesday, July 23 at 9:00 AM, Clark County Fairgrounds Sheep Barn.

I hope you will be able to come to the Fair to see all the 4-H and FFA sheep at the Auction. I don't know what time Duke will sell in the sale. But please come to the Market Lamb Auction and bid if you find a lamb you would like to try to buy.

My 4-H club advisor told me you can request a Buyer's Packet by calling the Livestock Sale Committee at 244-4047. I hope you have a chance to come to the Fair and see all of my 4-H club's sheep.

Sincerely,

Whitney Green

July 5, 2014

Booster Feeds  
30 Blue Star Road  
Springfield, OH 45502

Dear Mr. Booster:

I am David Gold, President of the Clark Star FFA Chapter. We have thirty FFA members participating in the 2014 Clark County Junior Fair – July 18-25. Many of the members will be showing dairy feeders and then selling them on Wednesday, July 23.

As the chapter's President, I would like to invite you to the Dairy Feeder Sale that follows the Sheep Sale in the Sheep Arena, 1:00 PM. There will be nearly 250 dairy feeders sold by 4-H and FFA members at the Auction.

I have enclosed a 2014 Buyer's Packet that tells you about all the Clark County Junior Fair Livestock Auctions – July 23-25. You can decide what day you want to come enjoy the Fair and take in some of the Auction. You may also invite friends or join with other businesses to purchase an animal(s) together out of the Livestock Auction(s). The enclosed Buyer's Packet explains how multiple buyer sells will be handled and processed.

Your support of the 2014 Clark County Junior Fair Livestock Sale will be greatly appreciated by FFA and 4-H members. If you have any questions, please contact the Clark County Livestock Sale Committee at 244-4047.

Sincerely,

David Gold  
Clark Star FFA Chapter President

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July 6, 2014

Springfield Grocery  
Mr. Spring, Manager  
5555 Spring St.  
Springfield, OH 45502

Dear Mr. Spring:

Last year you purchased my pen of market rabbits from the Clark County Junior Fair Small Animal Sale. Thank you once again for your purchase, I used the money I earned from last year's sale to buy my market chickens and rabbits for this year.

I am going back to the Clark County Junior Fair – July 18-25. I will be showing and selling my pens of market chickens and rabbits. I have learned a lot through 4-H with my projects. Some critical lessons I have learned are responsibility and time management. This is important since I am trying to balance school, high school sports, 4-H and church youth group.

I wanted to invite you to the Fair. You can bring your whole family to enjoy seeing the 4-H and FFA animals, entertainment and eating the great fair food. Don't forget to visit the Rabbit and Poultry Barns.

After you take in all the great Fair fun, I hope you attend one of the Junior Fair Livestock Auctions. The Rabbits and Poultry will sell Friday, July 25, 8:00 AM in the Champion Center Banquet Hall. But there are also sales on Wednesday and Thursday. I have enclosed a Buyer's Packet that outlines all the sale days. If you have any questions, don't hesitate to call the Livestock Sale Committee at 244-4047.

Thanks once again for your support last year. You helped me be able to participate another year in 4-H with rabbit and poultry projects.

Sincerely,

Julie Red  
4-H Member of Fuzzy Bunnies

## Sample Letters of Letters NOT To Use

June 29, 2014

Hurry-Up Trucking  
600 Park Lane  
New Carlisle, OH 45344

Dear Mr. Hurry:

My name is Rebecca. I live on a farm in Bethel Township with my mom, dad, brother and sister. I am going to be showing a market goat. My brother and sister are showing dairy feeders.

We will be showing our 4-H project animals at the Clark County Fair – July 18-25. We will also be selling them on Friday, July 25<sup>th</sup>. We would like to ask you to come and buy our project animals. We need them to sell for a good price, so that we may pay for the feed and still have money for us to spend.

If you can't come to the Auction, that's okay you can send us \$50 or more. We can use this money towards purchasing our project animal at the fair by putting your money with other businesses money we are contacting.

Thanks for helping me, my brother and sister!

Sincerely,

Rebecca Farm

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July 14, 2014

Show Class Feeds  
Mr. K. Class  
2222 Showman Ct.  
Springfield, OH 45502

Dear Mr. Class:

I know that you have been buying livestock at the Clark County Junior Fair for many years. I would like you to buy my prize market hog "Chester" at this year's Clark County Junior Fair Market Hog Auction, Thursday, July 24, 9:00 AM in the Swine Arena, Clark County Fairgrounds.

You can purchase my hog by yourself or you may ask friends and other businesses to join you to buy my pig. You can learn how to buy my hog with other people by requesting a Buyer's Packet by calling the Sale Committee at 244-4047.

If you can't come to the Hog Sale you can send me a donation towards my hog project. I can add your donation to my hog's sale price. Just send your check to Joe Hamp, 1444 Rural Road, Springfield, 45502.

Thanks for helping me out with my hog project.

Sincerely,

Joe Hamp

July 8, 2014

Dear S.S. Doe:

This is my last year showing at the Clark County Junior Fair. I have been taking 4-H and FFA projects for ten years. The money I have gotten for my livestock projects I have used to buy my pickup and put gas in the tank.

This year I will be showing a market steer and a market hog. I really need to make lots of money on these projects, since it is my last year. I need for you to come to the Market Hog Sale on Thursday, July 24, 9:00 AM and to the Market Beef Sale on Friday, July 25, 1:00 PM.

If you can't come to the sale, you could send a bid to my father. He could bid for you – I was thinking maybe \$5.00/lb for the market hog and \$4.00/lb. for the market steer. My market hog weighs 240 lbs. and my market steer weighs 1250 lbs. I thought you would want these weights so you could figure the amount of money you would be spending.

Thanks for helping to make my last year at the Clark County Fair a profitable and memorable one. I will be looking for you at the Sales.

Sincerely,

John Bucks

## **Sample Letters Written By 4-H Members**

### **What Is Good, What Is Wrong? What Could Be Improved?**

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Dear Mr. and Mrs. Day:

Hello, my name is Mark. I am 13 years old and I have been in 4-H for four years. In the past years, many people come to the Clark County Fair to buy market animals. This is an inspiring event when someone buys my animals. I hope you decide to come out and participate in the market animal sales at the Clark County Fair.

I hope to see you there or in the years to come and support the Clark County Fair.

Sincerely,

Mark Green

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Dear Mrs. Robinson:

Hi! My name is Bubba Smith. Over the past couple of years I have been doing very well in my 4-H projects. This year I am taking a Dairy Feeder, another goat, and some more of my rabbits.

This year I have spent a lot of money on my animal projects. I fear I am in great debt with my money now. So I would really love for you to come and attempt to buy my animals at the Clark County Fair Auction. So, I am hoping to see you there.

With Great Love,

Bubba Smith

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Dear Mr. Roberts:

Hello my name is Joan Smith. I am inviting you to participate in this year's Livestock Auction at the Clark County Fair. The action will begin at 8:00 AM with small animals and gradually progress to the larger livestock. We look forward to seeing you at the auction. Make sure you pick up a buyer's number. Thank you for your time.

Sincerely,

Joan Smith

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Dear Mrs. First:

I would like to invite you to the 2014 Clark County Junior Fair for the sale on the day of July 25, 2014. The sale begins at 8:00 AM. Come enjoy a week of fun and end with a sale.

Thank You,

Jamie Free

Dear Mr. Harris:

Hello my name is Chris Clover I am currently in the 8<sup>th</sup> grade at 4-H middle school. I have been exhibiting animals through 4-H for six years. Through this I've learned how to bathe, feed and show my livestock. I'd like to take this opportunity to thank you for supporting the 4-H livestock sales in the past. I would also like to invite you to this year's fair auction. These events will be held on July 23 for sheep and dairy feeders, July 24 for pigs and July 25 for small animals, goats and market beef. Your contributions in the past have helped promote 4-H and future sales. So, to continue the tradition of "Growing, Showing and Going Into the Future" please join us at the Clark County Fair and the Livestock Auctions!

Thank You!

Chris Clover

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Dear Drs. Green and White:

Hi! I'm Emily Gray, 14 years old and I am a member of Livestock Stars 4-H Club. You have worked on mine or one of my sister's teeth for about five years. Thanks for fixing them because they look great! We won't be worried about what the guys think of our cracked teeth at the Clark County Fair, July 18-25.

Me and my two sisters, Megan and Sarah, will be showing and selling our 4-H project animals at the Fair. We have fun at the fair because there are a lot to see and do. The thing we like to do most is visit the livestock barns and ride some of the rides.

We are taking turkeys, market goats and steers to the Fair this year. Our animals will be showing through the week and at the end of the Fair we will be selling our animals in the Livestock Sale – July 23-25 in the Cattle Arena. Although we won't be selling our animals all of those days, other people will be selling theirs.

If you want a Buyer's Packet with more details call us at 937-444-4444. Or call the Livestock Sale Committee at 244-4047 for more information. Hope to see you at the Fair.

Thanks a bunch!

Emily, Megan and Sara Gray

## **To Market, To Market Writing Letters to Potential Buyers**

### **Why Write A Buyer's Letter?**

- Your Responsibility To Help Get New and Returning Buyers to the Livestock Sales**
- Buyers Like A Personal Invite From Kids**

### **Who Do I Send A Letter To?**

- Your Family's Doctor, Dentist, Eye Doctor, Orthodontist**
- Your Family's Insurance Agent, Banker**
- Your Family's Grocery Store, Restaurants, Hair Stylists, Mechanics**
- Your Family's Veterinarian, Feed Store, Implement Dealer, Car Dealer**
- Previous Buyers of Your Project Animals**
- Relatives, Neighbors, and Family Friends**
- Parents or Your Workplace**

### **What Should I Write in a Letter?**

- Information About Yourself**
- Information About Your Project and Club**
- Fair Dates**
- Sales Dates, Time and Locations**
- How They Can Participate?**
- Where They Can Get More Info?**
- Thank You!**

### **What Should I Not Write in a Letter?**

- Asking the Person To Just Buy Your Project**
- Asking for a Donation or Sponsorship**
- Buy My Animal or We Won't Do Business With You!**
- Asking For A Certain Price or Bid**
- Statements Related to Your Debt, Family Hardships, etc.**

### **Letter Etiquette**

- Send Your Letters Out About 2 Weeks Before Fair Begins**
- Write Neatly or Create Your Letters on the Computer**
- Be Creative – Add clip art, pictures with your project animals, create your own paper and envelopes.**

### **Sample Letters To Use – See Attachment**

### **Sample Letters Not to Use – See Attachment**

### **Sample Letters Written by 4-H Members – What Is Good, What is Wrong? What Could be Improved – See Attachment**