

Sample: Cover Letter for Information Packet

Date: _____

Dear _____,

Thank you for contacting the (Orange County) 4-H Program. We are working on your request and will be in touch with you soon.

You may not be aware of the size of the 4-H Program in (Orange County). At this time over 1500 young people between the ages of 9 and 19 are members of (120) 4-H clubs across the county. Guiding these 4-H clubs are (800) adult and teen volunteer leaders. These leaders are much like yourself, involved members of their communities who are interested in the growth and development of young people. Although they each have their own strengths and talents, they all receive training and support from a network of 4-H professionals and experienced volunteers here in (Orange County).

We are sending you the enclosed information so that you can take a closer look at the opportunities the 4-H Program has to offer you and your family. Please take a few minutes to read over the information. If you have any questions, please feel free to call (a staff representative or volunteer) at (phone number). He/she is an experienced 4-H staff/volunteer who is willing and able to answer any questions you may have regarding the 4-H Program in (Orange County).

We are pleased that you and your family have expressed an interest in joining the 4-H family. We look forward to working with you.

Sincerely,

Cooperative Extension Educator
4-H Program Leader

Enclosures