

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

|                      |      |                      |
|----------------------|------|----------------------|
|                      |      | Return address:      |
|                      |      | Agency               |
|                      | Date | Address Line 1       |
|                      |      | Address Line 2       |
|                      |      | City, State Zip Code |
| Name                 |      |                      |
| Address Line         |      |                      |
| City, State Zip Code |      |                      |

Re: Invitation to Compete in Beauty Contest

Dear :

We would like to invite you to compete in our {Name} Pageant. This is a wonderful opportunity for you to exhibit your style and grace as a lady and your talent and intellect as a woman. Please take a closer look at the enclosed information and contact us if you have any questions.

Sincerely,

N A M E