

SAMPLE LETTER

Name

Address

City, State, Zip

Dear _____:

We are pleased that you will be available to help during the District 7 4-H Record Book Judging on Tuesday, July 10th. Orientation will begin at 12:30 p.m. at Brownwood 4-H Center, 5600 FM 3021, Brownwood, TX. It is critical that everyone be at the orientation session, so leave home a few minutes early to be sure to arrive before time. This is an all day activity so don't plan to leave before 4:00 p.m.

(Put travel plans or instructions here)

Judging record books is a serious assignment and we know you realize the time and effort that 4-H'ers put into their records. We have three divisions of records - Seniors, Intermediates, and Juniors. Each judge will judge various categories of records in one age division.

If for some reason you will be unable to judge, please call the county Extension office as soon as possible.

Sincerely,

County Extension Agent