Keep in mind, this is just a guideline. The more you personalize the letter, the better it will be.

Dear (Buyer),

My name is \_\_\_\_\_\_\_\_ and I am a \_\_\_\_ year member of the \_\_\_\_\_\_\_\_ 4-H Club. I would like to invite you to support me at the 4-H Auction during the Johnson County Fair. This year, I will be auctioning my \_\_\_\_\_\_\_\_\_.

Here is a little more about me and about my experience this year.

Write a paragraph about the following:

* Information about your project
* What did you learn this year from your project?
* What were challenges or things you enjoyed?
* 4-H involvement – officer roles, committees, leadership, camps, etc.

Supporting me financially will help me to [discuss how the money from the auction might be spent to further your learning experience].

Here is the information about this year’s auction:

**When:**

The 4-H Project Auction will take place on August 2, 2019 at 8 p.m.

The 4-H/FFA Livestock Auction will take place on August 3, 2019 at 1 p.m.

**Where:** Johnson County Fairgrounds (136 E. Washington St. Gardner, KS 66030)

**Questions about the Livestock Auction?**

Call the Fair Office at 913-856-8860

**Questions about the Project Auction?**

Call the Johnson County K-State Research and Extension Office at 913-715-7000.

If you have any questions about my project, please contact me at [Add your/family’s contact information].

Thank you in advance for your support of Johnson County K-State Research and Extension 4-H.

Sincerely,

 (Name and Club)