

## Buyer Letter Format

YOUR NAME  
YOUR STREET ADDRESS  
CITY, STATE ZIP-0000

INVITEE NAME (or BUSINESS)  
STREET ADDRESS  
CITY, STATE ZIP – 0000

TODAY'S DATE

DEAR \_\_\_\_\_ ,

In the first paragraph talk about yourself and what you have done in 4-H (example: My name is \_\_\_\_\_. I am in the \_\_\_\_\_ 4-H Club and this is my \_\_\_\_\_ year in 4-H.

In the second paragraph talk about the fair you go to and talk about the kind of animal you are raising and how many years you have raised that animal as a 4-H project.

In the third paragraph tell them when the fair and auction are. Invite the buyer to the fair. Encourage the buyer to go to the auction. Also, advise the buyer of the showmanship date and time for your species and encourage them to attend that event at the Fair.

In the fourth paragraph, tell the buyer that you hope to see them at the Fair and hope they will consider bidding on one of your animals.

Sincerely (or Yours Truly, or any other polite closing),

Your Name  
Your 4-H Club