

SAMPLE BUYER'S LETTER

Dear _____

My name is _____ and I am ____ (Grade level)____ at ____ (School)____, and I am an active member in the ____ (4-H or FFA)____. In the (4-H or FFA) I have been in participating in (list activities you are involved other than livestock.) As part of my experience in the (4-H or FFA), I am raising, marketing and showing a (species) this year at the upcoming Santa Clara County Fair in August and need your assistance to make my endeavor successful.

I am looking for a buyer for my (species), which is scheduled to be sold on Saturday August 4th at 10:00 am at the Santa Clara County Fair. My animal will be sold by the pound and should weigh about (____ pounds) at market. If you should choose to purchase my animal, it will be shipped to the processor from the fair and the processor will telephone you for the cutting and wrapping instructions, leaving you to enjoy your purchase without the hassle of transportation, processing, etc. Your assistance with purchasing my animal will help me to complete my learning experience with showing, managing, training, feeding and marketing my animal. In addition to supporting my project, your purchase is tax deductible!

With the monies I earn through my project I would like to (state what this money will go toward).

If you can be of any assistance with my project I would greatly appreciate it. Should you be interested in purchasing or providing me with an add-on (bump bid) for my animal please feel free to contact me at _____. I would appreciate all and any support with my project. Should you have any questions about the auction itself you can refer to the Santa Clara County Auction Buyers Committee website: www.sccabc.org.

Sincerely,

(Name)

(Club or Chapter)