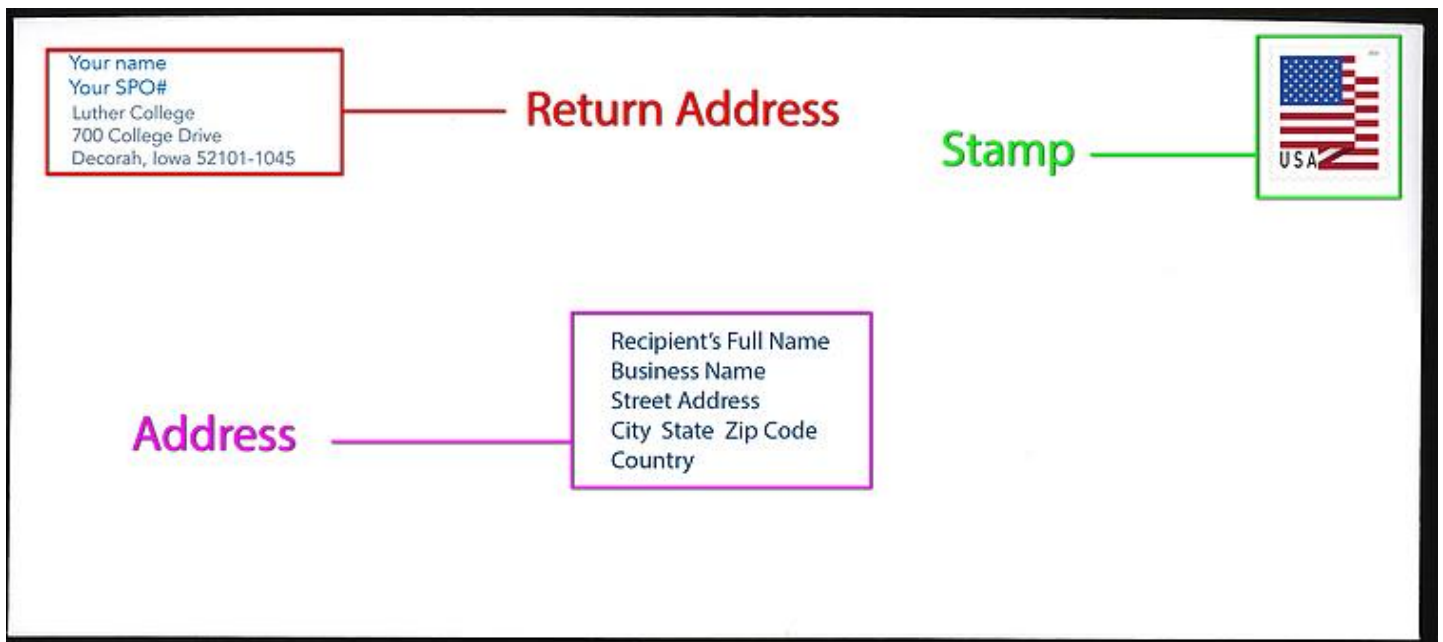


Buyer Letters Do's and Don'ts

- DON'T use notebook paper – DO use a nice/professional looking paper, invitational card or you may ask Mrs. Barkley for a paper/template
- DON'T ask them to buy your project or donate money – DO invite them to the Waller FFA Livestock Show & Sale
- You may add a picture of you and your project
- If you need help finding buyers to write to, see Mr. Stokley
- You must write to a minimum of 10 buyers
- Remember, your letter must be: unsealed, stamped, and addressed to the buyer with your address as the return address
- ALL buyer letters must be given to Mrs. Barkley to be approved. Mrs. Barkley will mail them out.
- See the backside of this for an example.
- Letter must be handwritten - EVERYTHING



Waller FFA

Livestock Show & Sale

12 February 2024

Mr. Buyer Name
Buyer's Business Name
1234 Buyer Lane
Waller, Texas 77484

Dear Mr. Name:

You will start your letter here. Ideally your letter will be at least two paragraphs long. Be sure to tell them about yourself as well as our show and sale. Provide your buyer with dates and times.

Everything with your buyer letters needs to be handwritten! No typing. You can also provide a picture of you, your project and tell the buyer about yourself. Tell them what you learned from your project. Make sure your letter is written formally and that you are respectful.

Obviously what I am writing in these paragraphs is not what you would input, I am just filling in space. A good paragraph has a minimum of three sentences per paragraph. When you are writing these letters, be sure to be as inviting and respectful as possible. Be sure to provide a schedule of when you are showing, when the buyer's dinner is, and when the auction starts.

Sincerely,
(SIGN HERE)

Your typed name here

