**SAMPLE BUYER LETTER**

Today’s Date, 2013

**[Recipient Name]**

**[Street Address]**

**[Address 2]**

**[City, State ZIP Code]**

Dear **(Mr. / Ms.)**:

I am a member of the Allen FFA Chapter. This year I chose to take advantage of the opportunity to have a livestock project. Currently, I am preparing my project for the Collin County Junior Livestock Show, January 7-11th 2014.

My project consists of a **(explain what your project is and tell how long you’ve had it; as well as the fact that you’ve made a substantial investment of time, effort, and money in it)**.

The purpose of my letter is to invite you to attend the Collin County Youth Show Auction on Saturday, January 11, 2014 and support me and other youth from Collin County **(\_\_\_\_\_\_\_\_\_\_)**. There is a buyer’s barbecue that begins at 11:00 A.M. with the auction following at 1:00 P.M.

If you are unable to attend the auction, but are interested in purchasing my **(\_\_\_\_\_\_\_\_\_\_)**, please feel free to contact my agriculture science teacher, **Stacy Schertz (Cattle/Pigs & Chickens)**: stacy\_schertz@allenisd.org Cell: 214-876-1661 or **Sarah Griffeth** **(Sheep/Goats & Rabbits):** sarah\_griffeth@allenisd.org , to see how you can support me and other exhibitors without being present. In the event you are not interested in purchasing my **(\_\_\_\_\_\_\_\_\_\_)**, you can still help by providing an “add-on” which can be made in amounts as small as $25.00. Add-ons are added to whatever auction price I receive for my project which helps to provide some additional premium to help defray the cost of owning and raising my **(\_\_\_\_\_\_\_\_\_\_)**.

Enclosed you will find a picture of my project and me. I have **(tell the person something you have learned from the project)**. My future plans include **(tell about college education, career goals, etc.)**.

If you would like more information regarding the Collin County Youth Show, please do not hesitate to contact me at **(your telephone number)** or you can visit our FFA website at www.allenffa.ffanow.org.

Sincerely,

(Type your name here, and sign your name above it)