
Name

Date

WP-3 Planning Form - Letter to Official

Giving back to the community



Instructions

Complete this form to help organize the information needed for your block-style letter to a city/town official.

Part 1 - Choosing a charity or fundraiser

1. List the name and address of a city/town official from your team's hometown who you will address your letter to.

Name: _____

Title (Mayor, Town Council President, etc.): _____

Street Address: _____

City: _____

State and Zip Code: _____

2. List five local charities or fundraisers that your dream team could assist.

1. _____

2. _____

3. _____

4. _____

5. _____

3. Choose one of the five charities or fundraisers from above and list two reasons you would offer your team's assistance.

Charity/Fundraiser _____

Reason 1 _____

Reason 2 _____

4. Choose three star players from your roster who are available to help or participate at the charity or fundraiser.

1. _____

2. _____

3. _____

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5. What role would your team play in helping the charity or fundraiser you selected? Some examples include: meet and greets, autograph signings, scrimmage game with group participants, physical labor, guest speaking, book readings, etc.

Part 2 - Composing your letter

1. Compose your first paragraph in the space below. Briefly state the reason for your letter, which is to inform your city/town official of your team's intention to help with the charity/fundraiser event you selected. Explain why you selected this charity/fundraiser event. Note: Be sure to introduce yourself at the beginning of this paragraph.

Compose two to three sentences for your second paragraph in the space below. Include how your dream

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3. Compose the final paragraph in the space below. Inform the city/town official that you are eager to give back to the community and realize the importance of the charity/fundraiser event you chose. You should also invite the official to attend any home game and mention that you have enclosed two complementary tickets along with the letter.