



Email Sponsorship Letter Directions & Information

- 1** When sending the sponsorship letter as an attachment, please include a personal note.
- 2** Next, it is important that you **SEND ONLY 10 EMAILS AT A TIME!** This will ensure that they will not be screened out as spam or put into someone's junk folder.
- 3** Email your Data Entry Captain to notify them that you have sent out your emails and to let them know how many emails you have sent. That way we can keep track of just how many people we are asking as a school. You can copy (CC or BCC) the Data Entry Captain with each email in your groups of 10.

Data Entry Captain name: Celia Radic
email: LPFunraiser@yahoo.com

- 4** *Thank you* for your participation in this significant event!

