

Jim Smith
Troop XXX Fundraising Chairman
100 Main St
Anytown, PA 17xxx
717-xxx-xxxx
Email address

Mr. Businessman
Great Business
PO Box 1
Anytown, PA 17xxx

Dear XXX,

It was a pleasure to talk with you the other day. This letter is a confirmation of the dates and times we discussed to hosting the Troop XXX Show and Sell events.

As we discussed, we will conduct show and sells at your location

OCT 3 10am - 2pm
OCT 10 4pm - 8pm

Our boys are excited to meet you and your staff as spend time at your business.

Thank you for your support of local Scouting

Yours in Scouting,