

Your name and address  
Your phone number  
Your e-mail @.com

Dear

We are sponsoring ..... to attend the Tres Dias on (date).....  
It is a spiritual Christian retreat and includes many surprises and gifts of love. That is where you come in!

One of the surprises is letters that ..... will receive at some point during the weekend from friends, family, and associates. We are asking you to write ..... a letter! The letter could include words of encouragement for them, for what your relationship with them has meant to you, how his/her Christian walk has spoken to you, or whatever comes to your heart and mind. These letters are strictly confidential; no one will read the letter except for .....

We have also been on a Tres Dias weekend and this letter will mean more to ..... than you can possibly know. Please help us to make this a wonderful time of refreshing and renewing for ..... by doing the following:

1. Simply write a letter to ..... It can be any length or type. It can be typed or handwritten, or even written on a card.
2. Put the letter in an envelope and seal it. On the outside, please write their name.
3. In the upper right hand corner of the envelope, write who you are to them (such as father, mother, sister, aunt, friend, husband/wife, child, etc.).
4. Place that envelope inside a second envelope and mail it to us at the above address. We need to have your letter to us by .....(date)....., We are responsible for getting the letters to .....
5. If you prefer to e-mail your letter, please place in the Subject line "**Sponsor e-mail - Confidential.**" and it will be treated as such. If you run into a time crunch we can make special arrangements to get the letters to him/her as late as the Saturday of the weekend.

Thank you so much for doing this for ..... Remember, we want to make this a **complete surprise**, so don't mention it to him/her. Please feel free to pass this along to anyone else that you know they'd want to hear from and call us if you have any questions!

Very sincerely,

Your name