

# SAMPLE COVER LETTER

Susie 4-H  
1000 4H Drive  
Eau Claire County, Wisconsin 54444

September 1, 2018

Rachel Hart-Brinson  
Eau Claire County UW-Extension Office  
227 First Street West  
Altoona, WI 54720

Dear Ms. Hart-Brinson,

This letter is submitted for consideration in the Eau Claire County Awards process. 4-H has been an important part of my life and participating in an educational experience would make it even more impactful. I respectfully request that the Leader's Association award me a scholarship for the experiences I have applied for.

I have been a member of the Eau Claire County 4-H program since I was in kindergarten. I belong to the Super Duper 4-H club and have served as the Sargent at Arms for the last year. In that role I am responsible for keeping order at our club meetings. I also coordinated our drama festival entry for my youth leadership project. Our club performed "Jack and the Beanstalk" and we were awarded a Silver Award.

At the County level, I....

At the State level, I...

4H has taught me many skills. I have learned\_\_\_\_\_. I have also learned  
\_\_\_\_\_. This past year I was especially proud \_\_\_\_\_. This next year I will  
\_\_\_\_\_.

Thank you for considering my application for one of the County awards.

Sincerely,

Susie 4-H