



«Business_name»
«Contact_First» «Contact_second»
«Street_Address»
«City_Prov»
«Postal_Code»

May 15th, 2003

Dear «Contact_First»,

Thank you for generously sponsoring the *Calgary Spring Dressage Show* May 30th, 31st and June 1st. There are a few items we would like to make you aware of:

- If we do not already have your cheque or donation please contact the sponsorship coordinator and we will arrange to pick it up
- All of our sponsors will have their logos and/or advertisement included on the website and in the show program. In order to promote you best, we will need you to send a copy of your logo to our sponsorship coordinator. Also, if you have any other promotional signage or material that you would like displayed, please let us know.
- All of our sponsors are invited to present the award for the class or division they are sponsoring. Please let us know if you would like to participate so we can be sure to get you involved.
- Our sponsors are encouraged to join us throughout the weekend. The sponsors tent will be available with seating for you and your family or guests.

Thank-you for choosing to support dressage in Alberta. If there is any way that we can serve you better, please don't hesitate to contact us.

Sincerely,

Your Show Coordinator