(Date)

I am contacting you as close friends and family of _____ . I am sponsoring (him/her) on a retreat weekend known as the Great Banquet, on _____(date) at Calvary Presbyterian Church in Logansport. It's a very special time of reflection, worship, prayer, and spiritual growth and I know (he/she) will come home renewed.

One of the items a sponsor provides for his/her guest is to contact family and friends and request personal letters or cards for them. These letters are private and will not be read by anyone else but the guest. **Since the letters are meant to be a surprise for the guest, we ask you not tell _____ you are doing this for (him/her).** There will be plenty of time after the weekend to talk about the experience with (him/her).

Please mail the letter for _____ to me at the address below, sealed in a separate envelope with (his/her) name on the outside. If in Logansport I would be more than happy to pick it up from your home if you call me. I need to have the letters by _____(date).

If you aren't able to get it mailed in time, it's possible to email it to me (contact info below). I promise not to read it and will seal it in an envelope for __ to read privately.

As for what to write: You might want talk about how (he/she) has influenced your life, what (he/she) means to you, and special times you have shared. Please feel free to discuss your faith. This is not a time for advice but for affirmation. Whatever you share will be meaningful to them.

Thank you for time and consideration for _____; I know (he/she) will appreciate your thoughtfulness. If you would like more information about the Great Banquet, please don't hesitate to contact me.

In Christ,
Your name
Your address
Your phone numbers
Your email address