(Date)

My husband and I are contacting you as close friends and family of _____ . We are 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 we know (he/she) will come home renewed.

One of the items sponsors provide for their 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 us at the address below, sealed in a separate envelope with (his/her) name on the outside. If in Logansport we would be more than happy to pick it up from your home if you call us. We 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 us (contact info below). We 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 us.

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