

Part 4 – Letter to the League

Working with local Charities

Goal

Businesses have a social responsibility to the community around them. Whether it is signing autographs or making monetary donation, your team will play an active role in the community. In this project, you will write a letter to the league commissioner (your instructor) describing the local charity events and fundraisers your team will participate in.

Use Microsoft Word to design your letterhead and create a block-style business letter. Previous projects W-1 and W-8 will help you complete this part of the assignment.

Tactics

- Use your logo and address to create your letterhead.
- Choose an easy-to-read font with a maximum point size of 10-12 points.
- Communication to the commissioner should be brief, easy to read, and clearly state the intended message.
- Use the Internet to learn about various local charities and fundraisers.
- Suggested content of the letter is shown below with an example on the back:

Your Letterhead Design should be across the top of the page

Insert the current date

(Insert Instructor's Name), League Commissioner
1050 Neroly Road
Oakley, CA 94561

Dear (Insert Instructor's Name)

Paragraph 1 should be a brief introduction stating that you are writing to inform the league of the five (5) charity events and/or fundraisers your team is planning to participate in.

Paragraph 2 should include a bulleted list of five (5) local charity events. It should describe the role your team and organization will play in each charity event.

Paragraph 3 should conclude by telling the commissioner that you are looking forward to building a positive relationship to the community and are eager to play in the upcoming season.

(Insert complimentary closing)

(insert Your Name)

(Insert Your Title)

Birmingham Stadium

100 Main Street • Birmingham, AL 35209
Phone (205) 555-1234 • Fax (205) 555-5678

www.BirminghamBulldogs.com



March 26, 2009

Mr. Andrew Carter, League Commissioner
35 Hayes Street
Northgate, IL 01234

Dear Mr. Carter:

On behalf of the Birmingham Bulldogs, I would like to express our extreme gratitude for the opportunity to play in the upcoming 2009 season. The Birmingham Bulldogs have been working extremely hard both on the field and off. Our organization realizes the important role that these professional athletes play in the community, and we are eager to give back to many local charities that have contacted us.

Please take note of the five charity events we are planning to participate in. The coaching staff and players will be scheduled to appear to take pictures and autograph footballs throughout all of the events listed below.

- YMCA Koal Kids Kickoff
- Birmingham Boys and Girls Club Summer Splash
- Wharton Children's Hospital Cancer Research Fundraiser
- Hamilton High School All Night Football Frenzy
- Birmingham Book Fair

In closing, I would like to once again thank you for the opportunity to be a part of this league. We are committed to building a strong sense of community and loyalty with the fans of the Birmingham Bulldogs. Please contact me directly if you have any questions or concerns regarding any of our upcoming charitable events.

Sincerely,

Joe Gendron

Joe Gendron, Team Owner
Birmingham Bulldogs

