

100 Main Street North
Clover City, WI 86753
January 1, 2020

← This is your address and the current date.

Luisa Gerasimo
4-H Program Educator
Dunn County Extension Office
3001 US Highway 12 East #216
Menomonie, WI 54751

Subject: Application for County Cultural Arts Project Award and Disc in Photography

Dear Ms. Gerasimo

This letter is submitted for consideration in the (Dunn County Awards, Trips Scholarship, Trips, or Club Achievement) process. I have been a member of the Dunn County 4-H program since I was in kindergarten. I belong to the Super Duper 4-H club and have served as the club president for the last year. In that role I am responsible for running the club meetings. I also coordinated our drama festival entry for my youth leadership project. Our club performed "Jack and the Beanstalk" and were awarded a Silver Award. **(This paragraph should include what you did during the year that show your leadership and growth in your project area in the subject line above and for your club.)**

At the County level, I.....

At the State level, I.....

4-H has taught me many skills. I have learned how to be a good public speaker and how to lead a variety of ages. I have also learned to problem solve and try new things. This past year I was especially proud of being selected to attend the State Fair to represent our county in the beef project. My grand champion award is one of my proudest accomplishments for the year. **(This paragraph summarizes what you have learned and accomplished this year in 4-H and your project.)**

Thank you for your consideration of my application for one of the County awards.

Sincerely,

**(Don't forget to get a pen and put your name in pen here.
Sign your letter!)**

Jane Clover

Hint: Don't forget to check your letter against the evaluation form to make sure you have everything you need.