

**SAMPLE LETTER TO HAND OUT TO POTENTIAL BUYERS**

**Your Name  
Your address/phone  
Date**

**Dear \_\_\_\_\_**

**I am \_\_\_\_\_, son/daughter of \_\_\_\_\_,  
I am \_\_\_\_\_ years old.**

**This spring I bought my 4-H (lamb, steer, hog) and his/her name is  
\_\_\_\_\_. I have raised him/her and am getting him,/her ready  
for the Clayton Community Fair at the fairgrounds in Clayton.**

**I am inviting you to bid on my animal at the Market Animal Sale Auction on  
Saturday, August \_\_\_\_\_, at 3:00 p.m.**

**I am sending you some sale information. The prices listed are current prices and  
may vary according to the market price as of Friday evening, before the sale.**

**If you are interested, please call me at \_\_\_\_\_ for more  
information.**

**Thank you,**

\_\_\_\_\_  
**(Signature goes here)**