Letterhead

Date

Dear [donor name]:

We have great news! Melrose High school has started a Supermileage team. What is Supermileage? Supermileage is a fuel economy competition for students hosted each spring at Brainerd International Raceway.

*“Competing students and clubs will be challenged to build a one-person, fuel-efficient vehicle powered by a single cylinder four-stroke cycle engine.”-MTEEA*

Students are challenged with designing, documenting and building the most fuel efficient car to circle the Brainerd International Raceway road course.

We have begun design and fabrication of three vehicles to represent Melrose Area High School. We would like to showcase all of the businesses in our community along with our talented students. We are looking to secure sponsorships to help fund our team. This is the first year Melrose will compete. We had 24 students attend our first meeting! We are excited to get started.

Would you consider donating to our Supermileage team? Money is often a significant need. However, we would love to incorporate your business into our vehicles if possible.

We are grateful for the support and involvement we receive throughout the community; thanks to support like yours it makes it possible to provide opportunities for our future leaders.

If you would like to contribute you will find an attached pre-paid self-addressed envelope if you would like to contribute or you may hand deliver to the school at your convenience.

Yours sincerely,

[Sender’s signature]

[Sender’s name and title]