

John Smith  
Sample Pack 1 Fundraising Chairman  
123 Sesame Street  
Detroit, MI 48201

Mr. / Ms. Businessman  
Amazing Business Name  
123 Corporate Circle  
Detroit, MI 48201

Dear Mr./Ms. Businessman,

It was a pleasure talking with you the other day. I want to confirm the dates and times we discussed for Sample Pack 1's Show and Sell events.

As we discussed, our unit will be hosting a Show and Sell the following dates:

SEPT 22 10a.m.-6p.m.  
SEPT 29 10a.m.-6p.m.  
OCT 27 10a.m.-6p.m.

Our Scouts are grateful for all of your support, and look forward to working with you and your staff during our Show and Sells. Again, thank you for supporting our Scouts and allowing us this opportunity.

Yours in Scouting,

*John Smith*  
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