

AMERICAN LEGION AUXILIARY



[date], 2020

Dear [name] [Sir or Madam (if you don't know their name)]:

The purpose of this communication is to follow up on the Oregon Girls State packet mailed to you January. The informational packet included applications and brochures explaining the exciting opportunity that Girls State affords junior class students. An additional brochure and application are attached to this email for your convenience. Please feel free to copy the enclosed documents for use at your school.

The American Legion Auxiliary (ALA) Girls State program is a week-long mock government experience designed to increase knowledge and awareness concerning governmental processes and procedures at the county and state levels. In addition to providing invaluable experience in leadership, team building, and public speaking. Students elected to the position of "Girls Nation Senator" are then sponsored to attend Girls Nation in Washington D.C., July 18-25, 2020 which offers further government experience and scholarship opportunities.

This is a no-cost seminar for the student as the ALA sponsors each student by paying the costs associated with attending Girls State. Please encourage junior class students at your school to apply for this wonderful opportunity.

In order to keep this opportunity open to as many qualified students as possible, we are extending the previous application deadline of June 1, 2020. Applications are also available on our website at: www.alaoregon.org

Please contact me with any questions at [phone number].

Thank you for your time and attention; we look forward to meeting and interviewing the young ladies once all applications are received.

Sincerely,

[signature]

American Legion Auxiliary Unit [unit #]
[Unit chairman name], Girls State Chairman