

**4-H Day at the Capitol**

Date

Rep address

Dear Representative (or Senator):

This letter is to confirm the appointment we have scheduled to meet with you on Wednesday, March 19, from xxxx to xxxx, to thank you for 100 years of 4-H Youth Development programs in Wisconsin. 2014 marks our centennial, and we are proud to offer our programs in partnership with the University of Wisconsin-Extension. We look forward to meeting with you to discuss how 4-H Youth Development programming strengthens your district and benefits constituents. The following delegates will be joining me for this visit:

List names.

If you have questions about 4-H, UW-Extension or this visit, please feel free to contact me at ?????. If for any reason you need to change this appointment, please contact (team captain/county delegation leader give your name and number) as soon as possible.

We look forward to seeing you on March 19 and thank you in advance for the generosity of your time.

Sincerely,

(Team Captain/county delegation leader)