

FRIENDS AND FAMILY LETTER

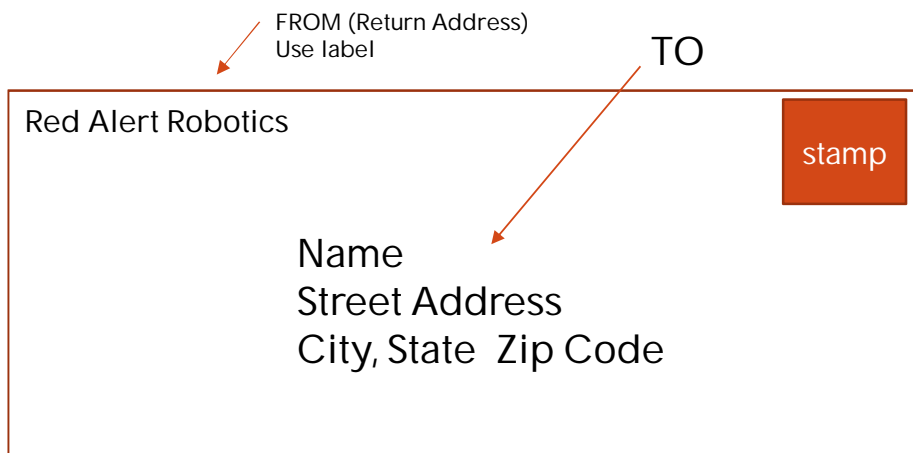
Paper – Mail

- **Envelope** (size #10 – bigger envelope)
 - Addressed to person (centered on envelope)
 - Red Alert return address (upper left corner)
 - Need your own Stamp (upper right corner)
- **Cover letter**
 - Fill in “Dear _____”
 - Sign letter
- **Form**
 - Fill in “Student/ Robotic Team Member Name” to ensure you will get credit
- **Return Envelope** (size #9 – smaller envelope)
 - Label TO Red Alert (centered on envelope)
 - Put in envelope with letter and form (if another #10 envelope is used, fold envelope into thirds to fit in)
- 5 per student
 - Need more? We have a few extra, or Print from website yourself or attach to email

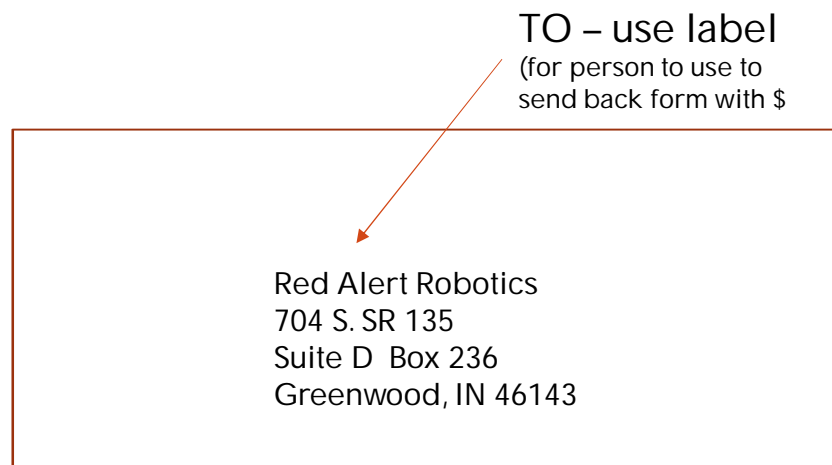
Electronic - email

- Download letter and form from website
<http://www.redalert1741.org/rarpo/>
- Attach to email
- Make sure they know to put **YOUR NAME** on form or on-line when they donate for you to get credit
- Donations can be on-line
 - team website at www.redalert1741.org. Click on the “Donate” button and follow the instructions.





Size #10 Envelope (bigger envelope)



Size #9 Envelope (smaller envelope)
Goes inside other envelope with letter & form

