

[DATE]

Principle [PRINCIPLE'S LAST NAME],

First I would like to introduce myself. I am [YOUR NAME], Commander, American Legion Post [POST NUMBER]. I am the focal point for the Department of Alabama's 2014 State High School Oratorical Contest in our county. We are pleased to announce the 2014 Alabama American Legion Oratorical Contest. The Oratorical Contest presents our nation's high school participants with an academic speaking challenge that teaches important leadership qualities, the history of our nation's laws, the ability to think and speak clearly, and an understanding of the duties, responsibilities, rights and privileges of American citizenship.

Not only do we provide them the academic challenge but young orators earn some of the most generous college scholarships available to high school students. Over \$138,000 in scholarships are awarded each year. High school students under age 20 are eligible. Competition begins at the post level and advances to a state competition. Legion department representatives certify one winner per state to the national contest, where department winners compete against each other in two speaking rounds

I have attached a booklet explaining the scholarship program and how your outstanding students can compete for local as well as national scholarships offered by the American Legion. I have also included the American Legion National website which will provide more details of the program:

<http://www.legion.org/scholarships/oratorical>

I would very much like to meet or speak with you or a representative of your school concerning this outstanding program and the participation of any of your outstanding students.

I can be reached at [YOUR PHONE NUMBER] and if you cannot reach me please contact Mr. Willie Rogers, State Chairman for the Alabama Oratorical Program, at 334-467-5039.

Thanking you in advance.

Sincerely,

[YOUR NAME], Commander

American Legion Post [POST NUMBER]

DON'T FORGET TO ATTACH THE BOOKLET! IF YOU DO NOT THINK IT'S NEEDED JUST REMOVE THAT SENTENCE.