



BOWL-A-THON

Sponsor Letter Instructions

Three easy steps to completing the sponsor letters

Attached are several hard copies of sponsor letters, mailing envelopes, and return envelopes. More forms can be found at phcawarriors.com.

1. On the hard copy sponsor letter, have your child fill in the following:
Salutation: Dear _____
Sign his/her name.
At the bottom of the hard copy letter, fill in the student side: Name/Teacher/Grade.
Fold the letter.
2. Take the letter and the small return envelope (the envelope addressed to PHCA) and place inside the larger business envelope.
3. On the larger envelopes (mailing envelope):
Write the student's name in the return address.
Write the address of the sponsor on the lines provided.
Place a stamp in the upper right-hand corner.



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