

Dear \_\_\_\_\_

The “Walk to Emmaus” is a weekend of spiritual renewal with many beautiful gifts and surprises. One of the surprises is the “mail” that a person receives from loved ones and friends. (name of attendee) is registered to attend a “Walk to Emmaus” on (dates of walk).

As a sponsor, I am responsible for contacting family and close friends and asking them to write a note or letter to (attendee) so that (he/she) will receive it during this special weekend. Since this is to be a total surprise, it necessitates some work being done behind the scenes in order to get names and addresses of additional family members and friends. Would you help by passing along these instructions to others that would like to write (attendee).

The purpose of the letter is to express your appreciation of (attendee) and what your relationship with (him/her) has meant to you. You might want to recall some humorous event or something that has been special to the two of you. This letter WILL ONLY BE READ BY THE PERSON TO WHOM YOU WRITE.

Instructions for writing a letter:

- \*Write a letter to (attendee) and sign it.
- \*Put it into an envelope and seal it.
- \*Write (attendee’s) name (but not yours) on the envelope.
- \***If you are a family member write the number 12 on the back of the envelope to distinguish you as a family member.**
- \*Put the envelope in a larger envelope and mail it to the name below prior to (Monday before the walk on Thursday—mailing date) so that it can get to the proper place on time.

This should be a complete surprise to (attendee), so please help make it special by keeping it a secret until the weekend is over.

I hope you’ll write a letter today and drop it in the mail to me. It will be greatly appreciated. Thanks,

(sponsor’s name)

(sponsor’s address)

(city, state and zip code)

(sponsor’s email address and/or a contact phone number)