Here is a sample letter you can adapt for your own needs in sharing with someone who might be interested in registering or donating to the 5k race.

April 20, 2018 (or appropriate date)

Dear (Insert Person’s Name):

I am a member of the Emerald Ridge High School Track and Field team. So far this year, I have competed in the [list your events here]. My best performances so far has been the [event] when I ran/jumped/threw [whatever time or distance]. I have a few more chances to compete this season, and I am hoping to improve my time/distance by [how much time/distance].

Another goal I have is to help fundraise for my team. Our track and field team has a lot of financial needs every year, from buying new equipment to hopefully one day building an equipment shed next to our track. Our team fundraiser is the Run 4 Her Heart 5k which will be held on May 5, 2018. My goal is to obtain [how many] registrations or donations to the race by May 4, 2018. Each registration or donation will go toward helping me earn my varsity letter.

I am writing this letter to ask you to either register or donate to the Run 4 Her Heart 5k. You can do either one by going online to [www.databarevents.com/run4herheart](http://www.databarevents.com/run4herheart) and selecting the link for “register” or “donate.” For every registration or donation in the amount of $20, I earn a point toward getting my varsity letter. Make sure when you donate to write my name in the blank with the words “referred by.”

Thank you so much for your support.

Sincerely,

[Sign your name]