

(Use Your Company / Organization Letterhead)

TO: All **(Company / Organization's Name)** Personnel

FROM: **(Your Name)**

DATE:

RE: 2011 Dragon Boat Races

PADDLES UP! Team (Company/Organization's Name)

I invite you to join the _____ Dragon Boat Team on Saturday, June 25th as we participate in the 9th Annual Knoxville Dragon Boat Festival at the Cove at Concord Park. Pledges raised from this event will benefit the Knox Area Rescue Ministries, which has served hungry, homeless and hurting people in our community for more than 50 years and offers hope to the hopeless men, women and children who need it most.

This event is a fun, unique cultural event featuring adrenaline-pumping action. Teams rave about the excitement, friendly competition and community spirit surrounding the sport. Teams of 20 paddlers, a drummer and steersperson race in authentic 41-foot Hong Kong style dragon boats. All ages, skill levels and physiques can participate, making it the ultimate team building sport, requiring synchronicity, finesse and the power to win. During the day there will be good food, music, cultural demonstrations, family-friendly entertainment and activities for all ages.

Our Team Captain is _____. You can contact *(him/her)* to join our team at 000-000-0000 or *name@e-mail address*. Our team goal is to raise at least **\$0,000** for Knox Area Rescue Ministries. Last year, 61 teams helped raise a total of more than \$125,000 for this worthy organization.

We look forward to having you on our team. If you can't join us, please consider supporting a co-worker with a pledge and join us at the Cove and cheer us on! Thanks for helping our team make a world of difference, right here in our own community.



KNOX AREA RESCUE MINISTRIES

Restoring Lives In Jesus' Name