

City, State  
Date, Year

My friend, \_\_\_\_\_ will participate in a Cursillo weekend in (Month, Date) from (beginning date to ending date) at ( Mercy Center in Slaton, Texas). I have enclosed an information sheet explaining the Cursillo so you will have a better idea what he/she will be experiencing.

In addition to what is written on the information sheet, there will be several wonderful surprises which occur for the purpose of communicating love and care for the people at the Cursillo. One of the most meaningful surprises takes place when the participants receive letters and cards from family and friends. That is why I am writing to you.

Would you be so kind as to write a letter or card to \_\_\_\_\_ which he/she will receive during the Cursillo weekend? You may have a special place in your heart for \_\_\_\_\_ and want to share what he/she means to you, or you may remember some incident—humorous, helpful, or otherwise--- which involved him/her, and memory of it might communicate your care and appreciation of him/her.

The purpose of the letters and cards is to communicate to \_\_\_\_\_ the loving, caring relationships that many folks have with him/her. Perhaps you would like to pass this letter along to someone you feel \_\_\_\_\_ would like to hear from, who also might like to write a letter.

Here's what you need to do if you can write a letter:

1. Write a letter and sign it.
2. Place it in an envelope and seal it.
3. Put his/her first and last name, nothing else, on the front of the envelope.
4. Put that envelope in a larger envelope.
5. Mail it to me at the address below, or bring it to me if I'll be seeing you soon.

Since I am \_\_\_\_\_'s sponsor for the Cursillo, I will collect and give the letters to the people who will lead the Cursillo, and they will present them to him/her at a very special time during the weekend. In order to have everything necessary on time, I would appreciate your making every effort to have your letter to me not later than \_\_\_\_\_. Please keep in mind that \_\_\_\_\_ is to ideally know nothing about the fact that you are writing to him/her until he/she receives your letter or card. Please keep this a secret. THANKS.

If you have questions, you can write to me at the address below or call me at \_\_\_\_\_.

Thank you so much for all you have done, and for being one of the "special" people in \_\_\_\_\_'s life.

Forward letter to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_