

## Teen Pageant Sample Reminder Judges Letter

Date

(Judge's Name)

(Judge's Address)

(Judges' City, State Zip)

Dear (Judge's Name):

Thank you for agreeing to spend the day with us on Saturday, \_\_\_\_\_(date)\_\_\_\_\_ as a judge for our Teen Pageant. Please arrive at \_\_\_\_\_(place)\_\_\_\_\_ by \_\_\_\_\_(time)\_\_\_\_\_ to allow time to meet with our State Teen Directors, \_\_\_\_\_(names)\_\_\_\_\_ prior to our tea which will be served at \_\_\_\_\_(time)\_\_\_\_\_.

Please prepare a brief summary of your background for our Emcee to use for introductory purposes.

We hope you enjoy your day. If there is anything we can do to make you more comfortable, please let us know.

I look forward to seeing you on \_\_\_\_\_(date)\_\_\_\_\_, and I know our teens appreciate you taking the time to be a part of this pageant.

Sincerely,

(Signature)

(Printed Name)

\_\_\_\_(year)\_\_\_\_ Teen Pageant Chairperson

(Phone)