

**Happy F. Member**

Clover County 4-H Member  
123 4-H Club Drive  
Clover, MS 44444  
Home: 111/123-4567  
Cell: 111/234-5678  
Email: [happy4hs@yahoo.com](mailto:happy4hs@yahoo.com)

Mississippi State 4-H Department  
Box 9641  
Mississippi State, MS 39762

To Whom It May Concern:

I am applying to continue my membership on the 2008-2009 State 4-H Leadership Team. I am also applying for 2009 National 4-H Conference. As indicated in my enclosed resume, I have served on the State 4-H Leadership Team the past two years. Highlights of this past year include participating in 4-H Day at the State Fair, and assisting with the public relations committee for State 4-H Congress. At the county level, I enjoyed presenting speeches at 3 4-H clubs and 2 clubs in neighboring counties. I also promoted 4-H in my high school during national 4-H week and spoke to the Lions Club. I am eager to continue to increase my leadership skills and promote the Mississippi 4-H program.

I have reviewed the qualifications and requirements with my parents/guardians and they approve of these opportunities.

Sincerely,

Happy 4. Member  
Clover County 4-H Member

Parent/Guardian

Extension 4-H Agent