

SAMPLE LETTER

Date of letter

City Clerk's Office
Carnegie Town Hall
235 West 10th Street
Sioux Falls, SD 57104-6302
(605) 367-8080

Dear City Clerk:

The following organization is stating its intent to conduct a raffle within the City of Sioux Falls, SD. I understand that before any chances are sold for the raffle, I need to give the City 30 day's written notice.

Name of the Organization: _____
Start Date – Ticket Sales: _____
End Date – Ticket Sales: _____
Cost of the Tickets: _____
List of prizes and approximate Value: _____
Proceeds Used For: _____

Please present this information at the next appropriate City Council meeting for approval.

Sincerely,

Name
Title
Address
City, State, zip
Telephone number