Dear Family & Friends,

I am sponsoring [guest name] to attend Great Banquet at Zionsville Presbyterian Church on [Great Banquet dates]. Great Banquet is a 3-day Christian retreat that emphasizes God’s grace and agape love. More information on the retreat can be found at [www.zionsvillegb.org](http://www.zionsvillegb.org). As part of the weekend, [guest name] will receive letters from friends and loved ones as a demonstration of agape love. I am writing to request a letter from you to bless [guest name].

The letters should be letters of love, encouragement and support. Your letter might mention special qualities of [guest name], cherished memories that you have shared together and/or other positive sentiments. This is an opportunity for you to express your love and admiration for [him/her].

Letters are due no later than [due date]. When you have completed your letter, please place it in an envelope with [guest name]’s full name on the front, put a circled F on the envelope to signify it is from a friend or family member and send it to me. You can also email it to me at [sponsor email address]. If you email it, I will print it and put it in an envelope without reading it. All letters are confidential between you and [guest name]. If you’d prefer, you can also take it directly to Zionsville Presbyterian Church and drop it in the special Great Banquet mailbox for agape letters just inside the door leading to the Upper Room.

Please note that the letters are intended to be a surprise. Please don’t talk about your letter with [guest name] prior to the completion of the weekend.

Thank you for considering blessing [guest name] with a letter. If you know of others who would want to write him a letter, please forward this request to them.

Sincerely,

[sponsor name]