

## SAMPLE ACKNOWLEDGEMENT LETTER TO CONTESTANTS

(USE YOUR LETTERHEAD)

Date

Contestant name  
School name  
School address  
City, State, Zip Code

Dear **Contestant Name:**

Your application to enter the (**insert Division**) Design Drafting Competition, for the (insert year) school year has been received. We are delighted that you have accepted the challenge.

Following is your code number to include in your title block in place of your name on your drawings:

**Code No. (insert assigned code #)**  
*(as specified on Page DD2-7 of DD Guidelines)*

Your completed presentation is to be submitted for judging to the following address no later than (**Insert due date**)

**Contact Name**  
**Company Name**  
**Street Address**  
**City, State, Zip Code**

You may submit your entry in the form of original drawings (on 24" x 36" paper) or in the form of one or multiple portable document format files (pdf's) that have been formatted to print on 24" x 36" paper. Your entry must include the design narrative, your signed application form, the five (5) required drawings. You may also include two (2) bonus drawings. The design narrative and signed application shall be provided on 8 ½" x 11" paper and attached to Sheet A-1 Site Plan or in pdf format to that same size.

If you have any questions, please feel free to call me at (insert phone #) or email me at (insert email address)

The members of the (insert sponsor name) are anxious to see your accomplishments. Good Luck!!

**Chair Name**  
Design Drafting Administrator  
Sponsor Name  
Sponsor Address  
City, State, Zip Code