[Date]

Dear [Name],

I am friends of [Pilgrim Name]. I’m honored to sponsor [him/her] on a three-day Christian retreat called the “Walk to Emmaus” on [Date of Walk]. The Walk to Emmaus is a weekend of spiritual renewal with many beautiful gifts and surprises along the way. One such surprise is mail that [he/she] will receive from [his/her] family and friends.

As [his/her] sponsor, I am contacting family and close friends and asking them to send a note or letter to [Pilgrim Name] so that [he/she] will receive it during this special weekend. Since it will be a total surprise, I sometimes have to do a little detective work in order to get names and addresses of persons from whom I need help. I would really appreciate it if you would pass this along to someone that you know [Pilgrim Name] would like to hear from. Or, if you prefer, I will be happy to send a letter like this to anyone with whom you can put me in touch. The more letters [he/she] receives, the better!

This letter of love and appreciation is an opportunity for you to express your appreciation of [Pilgrim Name] and what your relationship means to you. You might want to recall some humorous event or some happening that has been special between you. It doesn’t have to be long or fancy. Just let [him/her] know that you’re thinking of [him/her] and you care about [him/her].

Would you make [Pilgrim Name]’s Walk to Emmaus weekend special by doing the following?

1. Write a letter and sign it.
2. Put it in an envelope and seal it.
3. Write [his/her] first and last name - but not yours - on the envelope.
4. Put the envelope in a larger envelope and mail it to me as soon as possible, but definitely prior to [Return Date] so that I can get it to the proper place on time.
5. Should time grow short, email a message to [Sponsor Email Address] and I will enclose it in an envelope for you without reading it.

This should be kept a complete surprise to [Pilgrim Name], so please help make it special by keeping it a secret until it’s all over. I hope you will help by getting a letter to me soon as well as passing this information on to other family or friends. If you have any questions, my contact information is below. Thank you very much.

Sincerely,

[Sponsor Name]

[Sponsor Mailing Address]

[Sponsor Phone Number]

[Sponsor Email Address]