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Name  
BTCA Corresponding Secretary  
1234 Street  
City, ST Zip

Date

Name  
Regional Club  
1234 Street  
City, ST Zip

Dear

The Board of Directors is pleased to notify you that the BTCA has approved support for the entry of Border Terriers at the Kennel Club Show on Month, day, year as you have requested.

Your club will be responsible for providing the prizes for this show, delivering them and retrieving any unused trophies. If a logo is used on the trophies, it must be the BTCA logo. If the host club sends the BTCA a rebate for entries or sweepstakes, your club will be reimbursed this money.

Thank you for supporting Border Terriers in your area.

Sincerely,

Name  
BTCA Corresponding Secretary