

**Border Terrier Club of America  
Policies and Procedures Manual**

**SAMPLE LETTER TO BE SENT TO NON-REGULAR CLASSES OBEDIENCE JUDGE**

BORDER TERRIER CLUB OF AMERICA, Inc.  
c/o [show. Chairperson's name]  
[Address]

[Date]

[Judge's name]  
[Judge's address]

BORDER TERRIER CLUB OF AMERICA NATIONAL SPECIALTY – [Date]

Dear [Judge's name],

It is my privilege and pleasure to send you this formal invitation, on behalf of the Border Terrier Club of America, to judge the Non-Regular Obedience classes at the [year] National Specialty in [location] on [date]. More detailed information, such as directions to [location], premium list and judging schedule, will be sent to you nearer the time.

Obedience classes which you have agreed to judge are [list classes]. [regular judge's info], is judging the Regular Classes, and the two of you will judge the Team event.

I am enclosing a copy of this letter, together with a self-addressed envelope, and request that you sign and return it as your acknowledgment of this judging assignment and its terms.

On behalf of the Border Terrier Club of America, and the [host club name if any] (the Host Club), I look forward to welcoming you to [location] in [month, year] to judge at our [year] National Specialty.

Sincerely,  
BORDER TERRIER CLUB OF AMERICA

[name]  
Show Chair  
[Telephone No.]  
[E-mail address]