*ALTERNATE SAMPLE LETTER*

Logo, company name

Description automatically generated

*On branch letterhead*

date

Dear xxx

We want to thank you for your interest in the Tech Trek STEM camp at camp name and for taking the time to visit with us. We were extremely impressed with you and the other candidates we interviewed and applaud your academic and social achievements.

As we explained during the interview, we have only xxx sponsorships to award this year. Consequently, we must select candidates who most closely match the qualifications we have established. It was extremely difficult to choose among such excellent candidates.

While we were not able to name you as a sponsorship winner, we will name you as an alternate. If one of the selected campers is not able to attend Tech Trek, we may call upon you to take her place. This call could come as late as the day camp begins, xxxxxx.

At that time, you may say yes or no, depending upon whether you are able to attend camp. The cost of the alternate would be the same as for a regular camper – a $50.00 parent contribution (if this is not a hardship for your family) with the AAUW Branch paying the other sponsorship costs..

Please feel free to contact me with any questions you may have.

Sincerely,

Xxx xxxx, Chair, Tech Trek, AAUW xxx Branch

Phone –xxx-xxxx