

SAMPLE LETTER 1 – TRIAL SITES

(Business Logo – if you have one)

(Date)

Good morning,

(If you have a name for the facility contact, it may be a good idea to use it, and also state who – if anyone – referred you).

I am a member, Certified Instructor and Trial Host for The National Association of Canine Scent Work that is based in California. I live, train and host trials here in (location).

I am looking for a facility to host a trial. Our events are (no. of days)-day competition trials, modeled from professional working dog search teams. We use real life environments such as your facility. We utilize certain areas of facilities in four elements - interior, exterior, containers and vehicles (we provide the containers and vehicles). Teams (dog and handler) work one at a time, multiple teams each day. All dogs are contained in the handlers' vehicles in the parking lot throughout the day until it is their turn to search. They are walked on a 6ft leash when needed and there is no dog-to-dog interaction. We practice safety first for both dogs, handlers and the facility. Dogs also have a specific area to go potty. We can have 20-45 teams plus 10-15 volunteers, 2 certified judges, 1 certifying official (the one that sets hides) per day. Our teams are searching for legal substances, essential oils on Q-tips that are in a tin or a small tube. Again, with safety in mind for all. The oils are birch, anise and clove.

I have hosted many trials here for different levels of competition. These are the facilities that I have rented: (list facilities). Please feel free to contact any or all of them for references. If you would like their contact information, please let me know and I will be happy to email it to you.

I typically work to negotiate facility fees within my budget of \$ (list your budget here) per day if possible, for exclusive use of the facility. I have Liability Insurance and add the venue on a COI when it's booked for a trial.

The website for the national organization is www.nacsw.net. I would be happy to meet with you and give a demonstration if needed. I can also email you trial videos.

Thank you for your time in reading this email and taking the time to consider your facility for a possible event in the near future.

If this seems like a possibility, I would be happy to schedule a meeting with you to further discuss.

Thank you once again for your time.

Sincerely,

(Signature)

Name and contact info

(You can also include your business card and/or the K9NW/NACSW brochure)