**INSERT SHERIFF OFFICE LOGO**

March 13, 2017

Sheriff Keith Smith

XXXXX County Sheriff’s Office

City, Ohio

Dear Sheriff Smith:

As a sheriff with an active Explorer program, I would like to cordially invite you to attend the XXXXX Council Exploring Recognition Dinner on May 10, 2017. The dinner will be held at VENUE NAME AND ADDRESS from 5:30 p.m. – 8:00 p.m. The guest speaker for the event will be FBI Special Agent NAME, out of the XXXXX Office.

The Exploring Recognition Dinner will be honoring local law enforcement agencies participating in the Exploring program. This is the time to see what an exciting Explorer program can do in your county for your high school youth. The Exploring program is a career based program that aims to help boys and girls discover their future through real-world hands-on experience before they graduate from high school.

There are currently eight Law Enforcement posts in the XXXXXX Council. The council would like to see this great program grow and expand into each county of the XXXXXX Council.

Please RSVP your ability to attend to NAME, local Exploring Associate. She can be contacted at 419-422-#### ext. 111 or by email at EMAIL.

I’m looking forward to seeing you there.

Sincerely,

Michael E. Smith

Sheriff, XXXX County