



{insert your logo}

Date
Group/ Business Name You're Writing To
Business Address
Business Address

To Whom It May Concern/ Name of Contact,
My name is _____ and I own/operate _____, a maple
syrup production operation in _____ County, West Virginia.
We're holding an agritourism event on _____, as part of the statewide, Mountain State
Maple Days celebration!

During this event, we will be demonstrating the syrup-making process, be open for tours, have
syrup available for sale, and will have many maple treats available for purchase. This event is
open to the public and we would love to invite you to our farm!

Maple syrup is more than just for pancakes and it would be our honor to show you all about it!
You can find our sugar shack at: _____

(enter the address of your sugar shack in the lines above). We are open: _____.

If you have any questions or would like more information please feel free to visit:
_____ and www.wvmspa.org or
give us a call at _____.

Come experience the sweetest resource West Virginia has to offer at Mountain State Maple
Days!

Sincerely,

Your Name
Your Business Name
Contact Information