

## Sample Letter to Site Owner

<Your return address>

<Date>

<Firstname lastname>

<Title>

<Company.>

<Address>

Dear <Mr. or Ms.> <Lastname>;

Hello. I am writing to you representing the Solo II Program of the Watkins Glen Region of the Sports Car Club of America (SCCA), with a request to hold one of our events on your company's (institutions') site. Specifically, we would enjoy being able to hold an event in the <specify location> parking lot, on <day>, <Month>, <date>, 2002. Permit me to explain a little more about who we are and what our events are like.

A Solo II event, sometimes called an "autocross", is a test of driving skill where cars run one at a time through a course laid out with traffic cones, and drivers compete with one another according to the "class" of their car, based on elapsed time to run the course. According to strict SCCA rules, speeds and hazards must not exceed those encountered in normal daily street driving. In addition, every event is supervised by a trained and SCCA-licensed Safety Steward to assure adherence to all safety precautions.

Naturally, we understand any site's concern over matters of liability, and accordingly the SCCA has developed its own insurance program to address this concern. This insurance includes comprehensive general liability and participant accident coverage, with the landowner included as an additional insured during the conduct of an event. I have enclosed a sample certificate of the kind <company or institution name> would receive for the event.

The SCCA Solo II program has been active in this area for over 30 years. We have a strong record of commitment to safety and community involvement. We have held charity events, driver safety training events and alcohol awareness events in conjunction with the State Police.

I want to emphasize that we are a mature, responsible group of people. We depend on the goodwill and generosity of various site owners for the continuance of our sport. We have a reputation for running safe, responsible events, and sites which have repeatedly welcomed our sport include the Arnot

Mall, Corning Incorporated, Ithaca College, and Corning Community College. We do not advertise our events for spectators. We typically have somewhere between 25 to 40 drivers, and would occupy the site from about 7:00 AM to 4:00 PM. We make no alterations to the site, and always leave it cleaner than we found it.

This sport is purposely designed to be affordable to the average person with an average car, and entrance fees are kept to a minimum, currently \$12 or \$20 per driver (depending on SCCA membership), most of which goes to pay for the site insurance. For this reason, we normally cannot afford to pay any fees for use of a site.

Thank you for your time in consideration of this request. Please give me a call if I have left any questions unanswered. I will follow up after you've had the chance to read this material over.

Yours,

<Your Full Name>  
Watkins Glen Region SCCA  
<phone number(s)>  
<email address>