



**American Immigration Law Foundation  
“Celebrate America” Fifth Grade Creative Writing Contest**

**LETTER TO PANEL JUDGES WITH RANKING INSTRUCTIONS**

(Date)

(Name)

(Address)

Dear (Name):

Thank you (again) for agreeing to serve as a judge in the “Celebrate America” Creative Writing Contest. I am pleased to report that (insert number) entries were submitted to the contest. Enclosed you will find the top ten entries that were screened by a committee of (insert general description of committee members, e.g. 15 attorneys and Board of Education staff). The entries were evaluated on the basis of theme, presentation, creativity, and message. You will see that in addition to poems, there are (insert other formats that were used, if appropriate) among the top ten entries.

We are asking the panel of final judges to rank the top ten creative writing entries from one to ten (one being the best) using the above criteria. The winning submission will be that which has the lowest overall score tabulated from the rankings assigned by the judges.

The first, second, and third place winners of the contest will be honored at (insert details of awards ceremony). In addition, the first place entry will be submitted to the National Contest, the winner of which will be honored in June at the American Immigration Law Foundation Benefit in (insert Annual Conference city name).

Each entry has been assigned a number. We have prepared a ranking sheet for your scores. We would ask that you return your rankings to us no later than (judging deadline).

We hope that you will be able to join us at the awards ceremony on (insert date). Thank you, once again, for your participation in this important project.

Sincerely,

