

SAMPLE LETTER

Name of Organization or use Letterhead
Address
City State Zip

Date

Adopt-A-Park Program
Attn: Parks & Recreation Commission
City of St. Paul Park
600 Portland Avenue
St. Paul Park MN 55071

RE: Adopt-A-Park
Name of Park

Dear Parks & Recreation Commission:

The [organization] would like to adopt [name of park] due to its location and the size of our organization for the year 2012.

Our organization is willing to clean the park at least three (3) times during the 2012 year. We plan to pick up trash and debris [list any other activities] the week prior to the following holidays:

- 1) Memorial Day—May 28th
- 2) Independence Day—July 4th
- 3) Labor Day—September 3rd

Thank you for your time and consideration in this matter. If you have any questions, please feel free to contact [name of contact] at [phone number].

Sincerely,

Representative's Signature

Name of Representative