

Date

Keith Flournoy, Interim Director
Detroit Parks and Recreation Department
18100 Meyer Rd
Detroit, MI

Dear Mr. Flournoy,

On behalf of the [Organization Name], I am writing to offer our full assistance in purchasing and installing [Describe Improvements] at [location] in [Park name]. The costs, approximately [\$] are being borne by the group mentioned above. These improvements will take place on [Date]. We have worked with community representatives to ensure these improvements are desired. [Briefly describe the maintenance plan] to maintain this site throughout the summer.

Thank you for your time and consideration.

Sincerely,

Name
Title