SB

Sam Bryant

One Main Street

Johnson City, TN 37601

(423) 555-1111

October 28, 2010

CommunityPark™ Organization

17 Maple Street

Beau Reve, LA 71722

Dear Sir or Madam:

While looking at your Web site, I read about your program dedicated to renewing local parks. I was very impressed by how many communities your program has helped! It is amasing how having a good local park can bring a community together.

We need to plant trees, repaint benches, and organize volunteers to help clean up the area. Many of the tree in our local park have been destroyed by recent storms. I am very interested in forming a local section of your program.

Please send information about how to become a section leader in your program. If possible, I would also like to know how I can contact other section leaders in my state. Send all correspondence to the above address.

Sincererly,

[Your Name]