Sample Letter to Local Elected Official

Address
City, State Zip Code

Today's Date

Hon. John Doe
New York City Council, 55ᵗʰ District
123 Any Street
City, State Zip Code

Dear Councilmember Doe:

My name is **xx**, and I am a member of **Name of Friends Group**. We are writing today to ask for your assistance in funding a capital improvement project for our neighborhood park.

Park name was last renovated in **month, year**. The attached pictures show in greater detail the park's current state and some of our most serious areas of concern. These include:

- Area 1 (i.e., broken stones on walkways)
- Area 2 (i.e., rotting wood on playground equipment)
- Area 3 (i.e., bald spots on lawn)

Our group has been working tirelessly to improve our park with the resources at our disposal. Below are just a few of the activities we led in the last **xx years** to better our park:

- Example 1 (xx # of It's My Park Day events)
- Example 2 (xx # of clean-up events)
- Example 3 (xx # of programs related to sports, arts, etc.)

We are currently working with Partnerships for Parks, as well as our Parks Department representatives, and local partners, including our Community Board, to create a vision for the park's future that best serves all area residents. Through conversations with the Parks Department, we have determined that **dollar amount TBD** are needed to make our park the gathering place the children, teens, adults, and seniors in our community deserve and need. We would like to discuss funding a capital project for this important neighborhood asset and resource.

Thank you in advance for considering our request. We look forward to meeting with you soon to discuss our goals in more detail. We will follow up with your office in a few weeks to schedule a meeting or your staff may contact us by phone at **xxx-xxx-xxxx** or via email at **xxxx@xxxx.xxx**.

We know that with your help our park can again become a beautiful, clean, and green place for our community to treasure.

Sincerely,

Group Representative Names