

DATE

To whom it may concern:

**Re: <Community> Project**

The community of <xx> is building a new < describe community park project>> located at <address>. This project is in partnership with Parks Foundation Calgary, <X community/school>, and the <Project Committee>. <explain current state of playground and need for upgrade>.

Building a new community space on this site will enhance community involvement and provide a safe place for children and families to be physically active and feel a sense of belonging.

This project has an estimated cost of <\$\$cost>. The <Project committee> is seeking the financial support and partnership of local businesses to make this project a reality. With your support you will help us get one step closer to our goals while investing in the health and wellness of your community. Any support or donation you can provide would be greatly appreciated.

The project currently has the support of Parks Foundation Calgary and <list other supporters>. There are multiple ways to contribute to this project including:

1. Contact <community contact / email or phone number>
2. **Make an Online donation** at Parks Foundation Calgary, <https://www.parksfdn.com/donate-now>. Select “project name” from Drop down menu.
3. Issue a donation cheque payable to “Parks Foundation Calgary”, accompanied by a donation sheet.

Thank you for your consideration and investing in this worthwhile initiative. We look forward to hearing from you.

Warm Regards,

Community Contact  
Playground Committee