SAMPLE LETTER

GIFT LETTER OF REQUEST

(Attachment to the Asset Improvement Request)

Date

Janet Anderson, PhD

Director, General Services Department

Detroit Parks and Recreation Division

18100 Meyers Road – Lower Level

Detroit, Michigan 48235

Dear Dr. Anderson:

On behalf of [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 for the next five years.

Thank you for your time and consideration.

Sincerely,

Signature of Organization’s Representative

Title

Printed Name of Organization’s Representative

Rev 20190522