Date

Parks & Trails Council of Minnesota

275 E. 4th St., #250

St. Paul, MN 55101

To Whom It May Concern:

I am writing in support of a [project name (i.e. youth engagement, school field trip)] project for which [friends group] is planning. The project entails [description of the project].

This project complements existing initiatives at [park or trail] by [how it complements]. [Friends group] has demonstrated capacity to implement this project by [how they demonstrate capacity].

Sincerely,

[Signature]

[Name]

[Role]

Division of Parks and Trails

Minnesota Department of Natural Resources