**Template I LOVE MY PARK DAY Sponsor Letter**

DATE

NAME

ADDRESS

CITY, STATE, ZIP

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Please join us in an exciting statewide event. I Love My Park Day will celebrate and improve park lands and beaches, plant trees and gardens, restore trails and wildlife habitat, carry out site improvement projects, and bring visibility to the entire New York State park system and its needs.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Friends group name) invites you to participate in I Love My Park Day, a statewide event that offers opportunities for companies to:

* Demonstrate environmental leadership
* Support community pride
* Provide hands-on volunteer and team-building activities for employees
* Attract positive media coverage and generate good will among customers, employees, elected officials, and the general public

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Friends group name) is organizing an event at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (park or historic site). The event is being coordinated at the state level by Parks & Trails New York in cooperation with the state Office of Parks, Recreation and Historic Preservation and the Department of Environmental Conservation.

**INSERT DATE HERE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (park or historic site name and location)**

We hope that \_\_\_\_\_\_\_\_\_ (name of company) will join us in celebrating \_\_\_\_\_\_\_\_ (park or historic site), and help to make this event a notable success by participating as a Sponsor and by the attendance of employees on May 7. Sponsors enjoy several benefits, including:

(include whatever benefits your group will provide sponsors, such as:

* Logo and name on banners and signs at event location
* Recognition in all press materials, media event, etc.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Friends group name) is eager to work with \_\_\_\_\_\_\_\_\_\_to provide for additional participation and acknowledgement of its support.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Friends group name) has been dedicated since \_\_\_\_\_\_ (year founded) to protecting and promoting \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (park or historic site). (Here you may want to include additional information on your group’s past successes and accomplishments.)

We look forward to sharing this festive event with many friends of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (park or historic site) as a tribute to our natural heritage and to public service at its best.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (contact name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (title)

P.S. **Please reply** **by \_\_\_\_\_\_\_\_\_ (date)** to ensure that \_\_\_\_\_ (name of firm) will be included as a Sponsor.

Encl.