

Sample:

Letterhead of Community Partner

Date

Next Level Trails Grant Program Staff
Department of Natural Resources
402 West Washington Street
Indianapolis, IN 46204

Re: Pufferbelly Trail Project: Ice Way to Washington Center Road

Dear Program Staff,

On behalf of _____ (name of business or organization) _____ I extend our support for the Pufferbelly Trail's "Golden Spike" Section. This project is important to our community, and we heartily endorse it. (maybe mention the benefits to your employees, etc.)

Over the past decade the City of Fort Wayne, Allen County government, Fort Wayne Trails, Inc., and the Town of Hometown have worked together to construct the Pufferbelly Trail, with additional support from individuals, local organizations, and businesses.

This trail section is a portion of the state's visionary plan for a trail to stretch from Ouabache State Park to Pokagon State Park in northeastern Indiana. The specific project will provide the connecting piece in Allen County for this regional trail from the far south side of Fort Wayne to the Dekalb County line and its completion will create an interconnected system of over 115 miles of trails in our community.

Sincerely,

Ms. Organization Representative
1122 Anystreet Avenue
Fort Wayne, IN 46802