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[DATE]

Re: Request to install park signage

Dear [municipality/committee],

[Coalition or group name] are requesting your approval to install [#] signs within [municipality]. The proposed signage would be located at [list of parks] near the playground equipment. There will be no cost to [municipality] for the signage. Additional funding for u-channel posts and installation can be provided upon request.

The purpose of this project is to install substance-free park signage in playgrounds throughout [community]. The signage is educational in nature and enhances the opportunity for kids to play in these parks in a safe and healthy manner. Signage will deter individuals from tobacco use, vaping, alcohol consumption, and marijuana use in playground areas. This project is a collaborative effort between [coalition or group name(s)]. [Coalition(s) or group(s)] has/have a diverse group of individuals and organizations committed to the health and wellbeing of [community] residents and visitors. **There should be no township ordinance changes required or proposed sanctions related to this signage, unless the board is interested in doing so**. A picture of the proposed signage is included with your packet along with a document describing the importance of this signage. There is also a resolution which will be required with signatures from your board to allow us to proceed with the signage installation.

[Coalition or group name] are committed to improving the health and wellbeing of all [community] residents. Substance use in and around child play areas generates conflicting circumstances for young people. Creating a substance free environment for children and youth sets an example for the community’s commitment to healthy children.

[Information about funding source.]

Thank you for your consideration in helping us create a healthy environment and community for everyone living in [community].

Respectfully,

[Coalition or group name]