Logo / Header

Date

Hon. José Guillermo Rodríguez

Mayor

Municipality of Mayagüez

Dear Mayor Rodriguez:

**Introduction**:

Greetings from the board of director of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a non profit organization established in \_\_\_\_\_\_\_\_\_ under the laws of United States of America, register number \_\_\_\_\_\_\_\_.

1st Paragraph:

Your success, population, service, Project and goals.

2nd Paragraph:

Present the new initiative or Project in which you want to involve the government. In this part you should write three sentences only; very important:

**First sentence**: The name of the Project, the population to be impacted and the geographical area you are going to serve.

**Second sentence**: What the organization will contribute to start the Project or what the organization will contribute to expand the Project. Here, you should mention why this project is the best; is novel, and the projected results.

**Third sentence**: Tell what the organization needs and how the government can help to develop the initiative that you are presenting, which will serve the community. Express your interest in presenting the Project completely *to the key person, which is why you need an appointment.*

Cordially,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, last Name

Position in the board or

Position in the organization