(Your logo/letterhead)

Date (DATE HERE)

Dear [MAYOR/GOVERNOR/ETC.] [LAST NAME],

On behalf of [ORGANIZATION], I am writing to request that (DATE OF NPLD EVENT) be proclaimed as National Public Lands Day in [CITY/STATE].

National Public Lands Day (NPLD) is the nation’s largest, single-day volunteer event for public lands. Held annually on the fourth Saturday in September, it will be on (DATE). NPLD is also a “fee-free day”—entrance fees are waived at national parks and other public lands. NEEF (National Environmental Education Foundation) coordinates National Public Lands Day.

NPLD brings together hundreds of thousands of individual and organizational volunteers to help restore the country’s public lands. Over 100,000 volunteers come out, working over 452,220 hours at 1,176 sites across the Unites States, at a value of over $11 million.

NPLD volunteers help at national parks, monuments, wildlife refuges, forests, grasslands, marine sanctuaries, lakes, and reservoirs, as well as state, county, and city parks that are managed by public agencies, but that belong to and are enjoyed by all of us.

This observance gives us a means to focus attention on this important day in our local community and bring out more people to care for the lands and connect with their community.

Thank you for your consideration of proclaiming (Date) as National Public Lands Day in [CITY/STATE].

Sincerely,

[SIGNATURE] [NAME, TITLE, ORGANIZATION]