

Allstars Elementary School
1435 Victory Street
Hometown, VA 12345

February 1, 2003

Ms. Important Person
Assistant to the Director
Super Soccer Stadium Drive
Hometown, VA 12345

Dear Ms. Person:

Our 4th-grade class wants to help our community reduce the large volume of recyclable materials that unnecessarily take up space in our landfills. We want to provide four neat, clean containers for empty aluminum beverage cans at the Super Soccer Stadium. We can arrange to collect the cans, and transport them to the recycling center each Saturday during September 2003. We have enclosed a copy of our project plan.

We would like for you to give your permission for placing these containers inside the soccer stadium and to suggest convenient collection times.

This project could benefit the stadium in several ways. It would reduce your trash disposal burden, and the stadium would become a very visible partner in the popular community recycling program.

Please write to us at the address above by April 1, 2003, to let us know if we may supply the containers to the stadium. If we may, then please inform us of convenient times on Saturdays when we may come to empty the containers. If you have any questions for our teacher, Mr. Ed U. Cation, please contact him at 222-3456.

Thank you for any help you can provide to our class.

Yours truly,

[signature]

Jane Doah, Secretary.
Recycling Project Work Group
Mr. Ed U. Cation's 4th Grade Class

Enclosure