

DATE

ADDRESS

Dear **NAME OF ELECTED OFFICIAL (make sure to include appropriate title)**:

I am writing to introduce you to the initiative that is taking place in our community to reduce litter as well as to invite you to take part in this effort. We are working with the Alice Ferguson Foundation, **PARTNER**, and **PARTNER** to ensure clean land, safe water, and healthy lives for those in our community with our litter prevention campaign aimed at changing the attitudes and behaviors of litterers. The Potomac River and the Chesapeake Bay are vital natural resources with 80 percent of the region's water coming from the watershed. By helping to keep the watershed clean and healthy by reducing litter, we are helping to insure the health of our communities.

As a leader for this region representing constituents living in the Potomac Watershed, I would like to **formally invite you to attend our upcoming Trash Free Community event** to show your support for the campaign and to learn more about the community efforts taking place.

Please attend the **EVENT NAME**, scheduled for **DATE** from **TIME** to **TIME**. This event will **BRIEFLY TALK ABOUT THE EVENT**. Upon receiving your reply, we will coordinate your participation as well as highlight your involvement with major media outlets in the region.

In addition to attending the **EVENT NAME**, we invite you to sign the *Trash Free Community Pledge* at the event. With signing this pledge you will join over 300 other elected officials' who have signed the Alice Ferguson Foundation's Potomac Watershed Trash Treaty, in voicing your concern for the Potomac River and its tributaries' health and committing to working towards solutions.

We look forward to your participation in the **EVENT NAME**. For more information please visit www.trashfreepotomac.org or contact me at **EMAIL** or **PHONE**.

We hope to see you at our event.

Sincerely,

NAME

COMMUNITY NAME Local Community Outreach Coordinator