

TEMPLATE FOR LETTER TO RESPECTIVE ALDERMAN

Community projects are most likely to succeed long-term with support at all levels; both at the community level, and when the communities leaders are aware and/or involved. Milwaukee Urban Gardens requires each applicant and gardening group to submit a letter to their respective Alderman/woman detailing the intended plans for their project. If you are unsure of who your Alderperson is, visit <http://www.ci.mil.wi.us/ContactanElectedOffi743.htm> to locate them by district.

Below is a sample letter for your elected official. Please feel free to modify the text to your project. Send a copy to the correct Alderman, and include a copy of the letter with the application materials.

[Date]

[Alderman Nik Kovac, 3rd District]

City Hall, Room 205

200 E Wells St

Milwaukee, WI 53202

Dear **[Alderman Kovac]**:

I am writing this letter to inform you of the community garden project known as **[Garden Name]**, located at **[Garden Address]** in the **[Neighborhood]** community, which is in the **[District #]** district. The property, currently a vacant lot, will be ours to use through a land use permit specifically drafted for community gardening, which is managed by Milwaukee Urban Gardens.

Organized by **[Community Leaders Name]** and **[Name of the COPa]**, the project is supported by the surrounding community and will greatly benefit the area **[Provide details as to how the project will benefit the immediate and larger neighborhood]**.

The **[Garden Name]** will become **[Explain the short term and long term plans and goals for the space, and how all of the individuals and groups involved will work together to make it happen]**. We would greatly appreciate your support in our efforts **[Briefly explain ways you foresee them helping with the project]**.

In conclusion, our community is fully committed to the sustained success of **[Garden Name]** and we would appreciate your full support.

Thank you for your time, and please consider advocating for our own, and for similar community gardening projects within land use legislation and strategic community development planning.

Sincerely,

[Name],[Title]

[Organization]