

Date

To Whom It May Concern:

Hello! My name is (INSERT NAME HERE) and I am writing to inform you that volunteers from the Girl Scouts of Minnesota and Wisconsin River Valleys’ will be hosting a day camp in the area you serve. Our day camp will serve both adults and children ages (INSERT AGE RANGE HERE). Our day camp is being held from (INSERT DATES) at the (INSERT FACILITY NAME) in (INSERT CITY). It runs from (INSERT START-END TIME ) daily, and in the event of an emergency, your professional services are the closest to our facility.

Please let me know if you require any additional information or have questions. Thank you for your time!

Sincerely,

(INSERT NAME)

(INSERT TITLE)

(INSERT CONTACT INFO—EMAIL, PHONE NUMBER, OR BOTH)