

January 29, 2007

Jane/John Doe
Park Supervisor/Area Manager
ABC Park
123 Chicago Street
Chicago, IL 60611

RE: LETTER OF INTENT

Dear (Park Supervisor),

The *[ABC Park community]* would like to form a Park Advisory Council at *[ABC Park]*. We would like to host an initial meeting on *[Date]* at *[Time]* and invite the participation of all interested community residents.

Meeting topics will include: council formation, goals of the ABC Park Advisory Council, elections, etc.

Please post notice of this meeting at the park.

Please contact *[John Doe of ABC Council at (312) 555-1212]* to discuss further.

Sincerely,

[John Serious]
[President]
[ABC Advisory Council]