DATE

The Honorable Representative Joe Smith

North Carolina Senate/House of Representatives

Address

Address

City, ST ZIP

**SUBJECT: APPRECIATION FOR NORTH CAROLINA FOREST SERVICE URBAN AND COMMUNITY FORESTRY PROGRAM**

Dear Representative/Senator Smith:

I am writing to let you know the value of the North Carolina Forest Service’s Urban and Community Forestry Program for the people of NC. This program, funded solely through the federal Farm Bill, provides technical assistance, education and sub-grants to local governments and non-profits throughout NC.

In fact, just recently, this program has provided excellent help to this community/organization as discussed below.

* The Urban and Community Forestry Program provided funds to this community/organization to complete our Urban and Community Forestry Project, insert title here.
* Our project will describe the project’s goals and or objectives. Also list or describe the deliverables of your project.

While this program is federally sponsored, leveraging federal and State programs such as these has enabled this community/organization to improve, expand, increase our ability to manage our urban forest resources. This community/organization encourages the State to fund programs such as the Urban and Community Forestry Program as they provide a valuable service in helping local government entities serve the citizens in a cost-effective manner.

If you have any questions regarding this community’s/organization’s urban forestry program, please contact you, your title at 999-555-0123 or at you@email.com.

Sincerely,

Name, title

Your community/organization