

SAMPLE LETTER TO MAYOR OF TOWN OR CITY FROM LOCAL BUSINESS

Date

The Honorable John Smith
Mayor of Somewhere
100 North Main Street
Somewhere, IN 12345

Dear Mayor Smith,

As a member of the Somewhere community, Acme Corporation believes the environmental performance of our local businesses, government, and citizens is important to maintaining a high quality of life for our residents. At Acme Corporation we have incorporated this philosophy into our operations and are constantly working to identify new ways to reduce the environmental impacts associated with our operations. However, ozone continues to be a pollutant of concern in our area. Ground-level ozone forms in the summer months when emissions and gas vapors bake together in the hot summer sun. A buildup of ozone at the ground level can make breathing difficult for anyone, but particularly for children, the elderly, and those with heart and lung problems.

As part of its Clean Air Indiana Campaign, the Indiana Department of Environmental Management (IDEM) is encouraging citizens, local governments, and businesses to take action and reduce ground-level ozone in Indiana during the two-week period when ozone levels have been historically high. The 2009 Clean Air Action Challenge will occur June 15th-30th.

The management team and employees at Acme Corporation would like to encourage Somewhere to get involved in ozone reduction measures and educate our businesses and citizens on how they can improve air quality. There are a variety of ways Somewhere can get involved in this Challenge. Several ideas include hosting an awareness event, distributing information to residents, posting information on the local government website, working with the local media, or any other way you choose to share this important information. We are asking you to participate because we feel the local government is in a unique position to take action and serve as a model for the rest of the community.

Please let me know if you have any questions regarding the Challenge or if you would like to discuss how Somewhere and Acme Corporation can work together to take action and reduce ground-level ozone in our community.

Sincerely,

Jane Doe
President of Acme Corporation