

ABC Optimist Club

March 9, 2006

Mr. Henry Weeder
Howard Middle School
4011 Spruce Street
Springfield, MO 11123

Dear Mr. Weeder,

I am requesting permission on behalf of the ABC Optimist Club to hold a Poster Contest for Skateboard safety with the 6th graders in your Howard Middle School. As you know, skateboarding has become a popular activity with children and we want to raise the awareness of safety procedures that should be followed.

The ABC Optimist Club will provide flyers with the rules of the contest for each of the 6th grade classes at your school. There will be a 1st, 2nd and 3rd prize given and the judging will take place on April 14, 2006 at the Howard Middle School Library at 7:00 p.m. The ABC Optimist Club has been an active part of the community since 1981 and is responsible for such events as the Oratorical and Essay contests that are held annually, the bicycle safety rodeo and the Childhood Cancer Campaign.

I will be contacting your office to discuss the activity on March 17, 2006. If you would like to speak with me before then, please contact me, Amy Smith, at (111) 222-333 ext. 123 during the day or at (111) 222-2234 in the evening.

Our ABC Optimist Club is looking forward to working with you on this safety event for our children.

Sincerely,

Amy Smith
Project Chair