

The Member, Mayor in Council  
Parks and Squares  
\_\_\_\_ Municipal Corporation  
City name \_\_\_\_\_

Date / Month / Year

Dear Sir:

Sub: Plantation of Trees in one Square / Park in \_\_\_\_\_

We are pleased to introduce \_\_\_\_\_, a registered NGO, based near \_\_\_\_\_, working in the field of health, education and livelihood.

Our Foundation would like to undertake a tree plantation and maintenance activity in one of \_\_\_\_\_ squares / parks in City Name \_\_\_\_\_ on Date/Month/Year Nov - Dec December 2018. This is part of our activities under 'Prophet Muhammad Week' campaign.

We would request to kindly let us know how to go about this.

With regards

\_\_\_\_\_  
Trustee