

# Water Station Setup for Beach Cleanup

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Your Name/Organization]

Subject: Water Station Setup for Upcoming Beach Cleanup

Dear [Recipient's Name],

We are excited to announce the upcoming beach cleanup event scheduled for [Insert Date] at [Insert Beach Location]. To ensure all volunteers remain hydrated and energized, we plan to set up a water station at the cleanup site.

## Water Station Setup Details:

- Location: [Insert Specific Location on Beach]
- Time: [Insert Setup Time]
- Supplies Needed:
  - Water coolers
  - Cups
  - Ice
  - Signage for hydration reminders
- Volunteers Needed for Setup: [Insert Number]

Your support in providing the necessary supplies would be greatly appreciated. Please let us know if you can assist us in making this water station a reality for the event.

Thank you for your commitment to keeping our beaches clean and safe!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]