

# Beach Cleanup Drive Coordination

Date: [Insert Date]

To: [Cleanup Crew Members/Volunteers]

Subject: Coordination for Upcoming Beach Cleanup Drive

Dear Team,

We are excited to announce our upcoming beach cleanup drive scheduled for [Insert Date] at [Insert Location]. Your participation is crucial in helping us preserve the beauty of our beaches and protect marine life.

## Event Details:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Meeting Point:** [Insert Meeting Point]
- **Supplies:** Trash bags, gloves, and refreshments will be provided.

## What to Bring:

- Reusable water bottle
- Sun protection (sunscreen, hat, sunglasses)
- Comfortable clothing and footwear

Please confirm your attendance by [Insert RSVP Date] so we can make necessary arrangements. If you have any questions or suggestions, feel free to reach out.

Thank you for your commitment to keeping our beaches clean!

Best regards,  
[Your Name]  
[Your Position]  
[Organization Name]  
[Contact Information]