

# Park Maintenance Day Coordination

Date: [Insert Date]

Dear [Cleanup Crew Member's Name],

We are excited to announce our upcoming Park Maintenance Day on [Insert Date]. This event will help keep our community parks clean and beautiful for everyone to enjoy.

Please find below the details for the day:

- **Location:** [Insert Park Name and Address]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Supplies:** We will provide gloves, trash bags, and refreshments.
- **What to Bring:** Please wear comfortable clothing and sturdy shoes.

Your participation is crucial in making this day a success. Please RSVP by [Insert RSVP Date] to confirm your attendance.

Thank you for your commitment to keeping our parks clean!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]