

# CHICAGO PARK DISTRICT

## Advisory Council Sample Letter of Intent

Date:

Park Supervisor  
ABC Park  
Address  
Chicago, IL 606##

Dear Park Supervisor;

The residents of the COMMUNITY NAME would like to form a Park Advisory Council at PARK NAME. We would like to host a meeting on DATE at TIME at LOCATION and invite the participation of all interested community members.

Meeting topics will include: PAC formation, goals of the PAC, elections, etc.

The attached notice will be posted in the park.

Please contact INSERT NAME & CONTACT INFORMATION to discuss further any recommendations to move forward with forming the new PARK NAME Advisory Council.

Sincerely,

(Contact NAME)

Interim President