Hello [Group Leader],

My name is [Name], and I am [grade and school] and a member of the Carmel Green Teen Micro-Grant Program board.

Created, developed, and administered by teens, the Carmel Green Teen Micro-Grant Program empowers young people to take action by funding youth-driven projects in Carmel that reduce pollution, conserve natural resources, and/or save energy. (Visit [carmelgreenteen.org](http://carmelgreenteen.org) for more information.)

Based on your group’s history of community service, we thought you might be interested in getting more information about how your next youth-led environmental project could receive funding. I would love to give a presentation to the club at [change this if you already know the club’s next meeting date and time: the group’s next meeting] to give you more information about this opportunity. Applications for the micro-grants are due on February 29, 2012, so if you are interested in hearing a presentation, please let me know as soon as possible so that we can arrange for a time for me to talk with your group.

I look forward to hearing back from you regarding if and when you would want me to present. Thank you for your group’s dedication to youth activism and environmental stewardship.

Sincerely,
[Name]
Carmel Green Teen Micro-Grant Program Board