

[insert proper greeting],

I [insert name] am a resident of [insert town name]. Myself and other residents have noticed [insert location] would be an ideal location for a community volunteer project such as [clean up, rainwater garden, etc]. I am looking to collaborate with your public works department to schedule a volunteer event at [insert location]. Could you instruct me on how to receive the necessary permits for the project?

I am available to discuss logistics and scheduling. Here is my availability: [insert availability]. Please let me know a day and time that works best for you.

Thank you for your time and consideration.

Sincerely,

[insert name]