



PO Box 1966, Cleveland, OH 44106-0166
Email: wfcle@wfcle.org
Phone: 216.319.2091

December 14, 2009

Dear Friends of Woodland Cemetery,

The Woodland Cemetery Foundation of Cleveland, Ohio, a non-profit 501(c)(3) corporation formed to assist the city of Cleveland in planning, maintaining and restoring the historical environment of Woodland Cemetery located at 6901 Woodland Avenue, Cleveland, would like to request a letter of support from you for an education grant. The purpose of the grant application is twofold: First of all to purchase equipment for events and programs. Secondly, to cover costs associated with maintaining a robust public awareness about Woodland Cemetery and its programs.

Since its establishment in 1851, few are aware of the fact that Woodland Cemetery contains the remains of many local and state notables. Two governors, a lieutenant governor and four Cleveland mayors repose there. The lack of awareness is not intentional. Indeed, one could suppose that it is a rather natural occurrence given the fact that most of us are concerned with the more mundane aspects of life. Nevertheless, the WCF has been persistent in its efforts to maintain public awareness of one of the city's outstanding green spaces, as well as maintaining the quiet dignity of those who came before us.

Beginning in 2006 WCF has decorated the graves of veterans; hosted an annual Memorial Day ceremony honoring veterans; organized events with other cemeteries located in Cleveland to maintain public awareness; and installed an Ohio Historical Marker with a "Living History Tour" of the residents buried in Woodland Cemetery.

Future programs and events include the annual decoration of Veterans' graves and a Memorial Day ceremony honoring Vietnam Veterans for 2010, Living History Tour, the Annual Scavenger Hunt and a ceremony to honor the 100th Anniversary of the Boy Scouts.

A letter of support from you would be greatly appreciated in helping the WCF support its public awareness efforts. Any questions or comments should be sent to Michelle at 216-319-2091 or email at michelleann@ameritech.net. We would appreciate that this letter of support be returned to the Foundation by January 15, 2010.

Thanking you in advance for your support in assisting the restoration and education of one of Cleveland's historic locations.

Respectfully,

Michelle A. Day
President

Enclosure

**** EXAMPLE ****

[date]

Woodland Cemetery Foundation of Cleveland, Ohio
PO Box 1966
Cleveland, Ohio 44106-0166

Re: Woodland Cemetery Education Program

_____ (Your name of group or party writing letter) is pleased to support the efforts of the Woodland Cemetery Foundation of Cleveland, Ohio to obtain an education grant for the purchase of equipment, and printing and postage expenses of putting on such education programs at Woodland Cemetery, 6901 Woodland Avenue, Cleveland, Ohio.

In the short time since Woodland Cemetery Foundation began in 2007 as a non-profit 501 (c) 3 corporation it has begun several projects and carried out a few to completion, such as obtaining an Ohio Historical Society marker, in fulfillment of one of the Foundation's objectives – to bring the cemetery's historic value to public attention.

We support the Foundation's goals to educate visitors about the cemetery. These programs will help to increase the number of visitors and their appreciation of the historic value and natural attractiveness of this urban landmark that is on the U.S. Department of the Interior's National Register of Historic Places.

The brief history of the Woodland Cemetery Foundation of Cleveland, Ohio demonstrates that it fulfills what it sets out to do. A favorable funding decision in the near future on this very important project will be a big step forward in restoring Woodland Cemetery to the place of public pride it once held in the city's esteem.

If you have any questions or we may further assist you, please contact me at

_____.

Yours truly,

[Responsible individual or organization]