Hello [Youth Project Leader(s) and Adult Advisor(s)],

I sincerely hope your summer is going well.

We have put together the photos and information regarding your [PROJECT NAME] project for our website. Here is the link to your page: [link]

Please take the time to look at this webpage for your project and let us know if we have all of the information correct.

If you have any other additional information that you would like to see included on this page, we could add it. [Request any information that they said that they would provide but have not yet given you, if it would be meaningful to add to the website.]

Please reply and give us your thoughts.

Also, please know that we are currently accepting applications to be board members for the [Your Grant Program’s Name] board. If you might be interested in the position, please get back to me ASAP, and I will send you more information about it.

Thanks again for helping make [Your City] a greener community, one youth project at a time.

Sincerely,

[NAME]

[Title]

[email]

[phone number]

[link to program website]

[Program Logo]