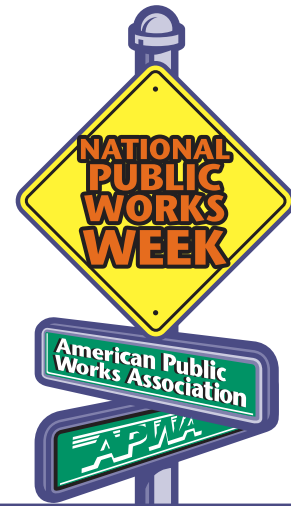




## Middle School Equipment Show and Tell



### *Sample Letter to School Administrator*

Dear :

The *(organization)* would like to invite your students to participate in a national program that recognizes the field of public works.

The American Public Works Association instituted National Public Works Week as an annual reminder of the many ways public works contributes to our quality of life. For many years, public works professionals across North America have applauded and shared the accomplishments of those in their profession. During this week-long celebration, professionals take part in events and activities that increase public awareness of—and appreciation for—the public works profession.

*(organization)* would like to conduct an Equipment Show and Tell program with your school. Our goal is to inform students about public works and have fun at the same time.

We would like to work with your school in this endeavor. I will contact you soon to discuss the details. I may be reached at *(day and evening phone numbers)*. Thank you for your consideration.

Sincerely,

*(name)*

*(title)*