

Sample Letter

You can download a Word template to print off at edmonton.ca/AbundantCommunity. Don't forget to fill out your personal information, as noted in the sample below.

If there isn't a logo available for your community league, simply type in the name!

LAURIER HEIGHTS
COMMUNITY LEAGUE



Hi neighbour,

My name is Sally Johnson; I live down the block at 13456.

The Laurier Heights Community League has asked if I would be a "Block Connector" for our block as part of the city-wide Abundant Community Edmonton program. I am very glad to connect and participate in this way.

They are requesting that I:

1. Be a point person for the block so that we can be in touch about block related matters (e.g. garage doors left open and neighbourhood watch) and so that we can share info (e.g. events and news) back and forth with the community league, other neighbourhood associations and one another.
2. Initiate the organization of social events such as a block party, BBQs, Halloween hot chocolate, wine and cheese with/for our block several times a year. We are planning an event for a kick-off block party in July!
3. Discover your vision for our neighbourhood, the activities and interests (e.g. soccer, photography) that you might want to share in with Laurier Heights neighbours and what skills, abilities and experiences (e.g. senior care, handy-man/woman) you would be willing to share with a neighbour or the neighbourhood. We have a Neighbourhood Conversation Guide to facilitate this information gathering.

I am happy to just drop by or if you would like to set up a time for us to meet, please be in touch with me at sallyj123@gmail.com or by phone at (780) 123-4567.

Kindest regards,

Sally Johnson

Your neighbour

Having an upcoming event gives your neighbours something to look forward too!

Hand-signing the letter make it look more personal.