**Month Day, Year**

Dear **[Principal’s Name]**,

Taking care of the environment requires more than simply talking about it. It calls for stewardship and a lighter footprint. As a result, Nutrien launched an environmental program for students called, Caring For Our Watersheds (CFW).

CFW asks students to submit a proposal that answers the question, “What can you do to improve your watershed?” Students researched their local watershed, identified an environmental concern and came up with one realistic solution.

About 225 students from around the State of Ohio entered the contest this school year. [**Teacher’s Name**] invited **our/my** class to enter the contest and **my team and I were/I was** selected as a **finalist** for the Ohio contest coordinated by the Hamilton County Conservation District in the Cincinnati area. With this selection, **we/I are/am** eligible to receive up to $1,000 to implement **our/my** idea.

**Our team/I** will be working with **our/my** teacher and mentor to implement our solution to [**insert problem here**] by doing [**insert short project description here**].

**Our team/I** will be presenting **our/my** project to a group of judges at the final ceremony at the Cincinnati Zoo & Botanical Garden on Saturday, April 27. CFW will be awarding **us/me** a cash prize and **our/my** award will be matched to our school!

The schedule for the event is as follows:

* Finalist Presentations 10:30a - 12:30p
* Awards Ceremony 2:15p - 3:15p

All sessions are open to the public, but admission tickets, lunch and free parking are only available to those that RSVP. You’re welcome to email the Ohio Program Coordinator, Gwen Roth, by April 12th to reserve your seat for the awards ceremony at gwen.roth@hamilton-co.org

Kindest regards,

**[Signatures and/or type your name(s)]**