Template letter for Beach Manager- School

Your name

School address or school header

Date

Name of Beach Manager/Owner

Address

Dear [name of Beach Manager/Owner]

I am a [teacher/TA/volunteer] with [Name of school]. I am writing to let you know that we are organizing a beach clean at [insert beach name and area] from [insert times] on [insert day]. We love this beach and it is close to our school.

In our recent school work we have found out that 12.7 million tonnes of plastic is being put in our oceans worldwide every year, that’s a bin lorry load every minute. We have seen pictures of plastics trapping seals, whales and turtles and we have found out that a million seabirds are dying each year because there is plastic in their food. We want to stop this plastic from being in the seas in the first place. We want to protect our beautiful beaches and our marvelous marine life around the world and along the Devon coastline.

We also know that plastic from litter in our streets gets into our rivers and then into the sea. We think we all have a part to play, which is why our Eco group/school/class is doing a beach clean in our local area on the [enter date of beach clean].

Our event will be organized according to Devon County Council’s health and safety guidelines for litter picks and beach cleans, which includes doing a risk assessment (included with this letter). We will brief the children and any adult helpers before the beach clean and we have up-to-date Public Liability Insurance which covers the event.

We would be grateful if you could inform your waste contractor/local waste team that we are doing the litter pick and arrange for the waste to be collected from an agreed point to prevent the litter returning to the environment. Please could you contact [enter your name and phone number] to confirm where the waste should be put ready for collection?

Thank you for supporting us in this very important issue. We want the world to be a better place when the children at our school grow up and do something to benefit the environment.

Yours sincerely,

[Sign your name here]