

[DATE]



Dear Sir/Madam,

The Mozilla Foundation is a non-profit organization dedicated on promoting openness, innovation and participation on the Internet. Mozilla is best known for the Firefox browser, but we advance our mission also through many other projects and efforts, and Mozilla Reps is one of these community-based engagement program.

The aim of the Mozilla Reps program is to empower and support our global community volunteers. We provides tools, resources and learning materials helping these “Mozillians” become official Mozilla representatives in their region. Through our frameworks we help them organize events, mentor new contributors, and support their local communities.

[FULL NAME] had been accepted in the Mozilla Reps program since [DATE]. He/She on occasion helps with [the functional area he is working on]. His/Her Mozilla Rep profile is at [https://reps.mozilla.org/u/\[PROFILE LINK\]](https://reps.mozilla.org/u/[PROFILE LINK]).

[if there is an event happening]

[First name] would like to host [EVENT_NAME] at your school/business. You can find the brief information of the event at [http://reps.mozilla.org/e/\[EVENT_LINK\]](http://reps.mozilla.org/e/[EVENT_LINK]). Any assistance accorded to [First name] is highly appreciated.

[/if there is an event happening]

Please contact his Reps Mentor and Mozilla Reps (Program) Council in case you have any questions.

Your faithfully,

[signature]

[MENTOR’S NAME]

Mozilla Reps Mentor

[MENTOR’s MAIL]

[MENTOR’s PHONE NUMBER]

[signature]

[STAFF’S NAME]

On behalf of Mozilla Reps Council

reps-council@mozilla.com

[PHONE NUMBER]

