



[Insert group name]
[Insert group address]
[Insert group suburb/town, state and postcode]

[Insert recipient title]
[Insert recipient company / organisation name]
[Insert recipient address]
[Insert recipient suburb/town, state and postcode]

[Insert date]

Dear [insert recipient name]

[I/We] am writing to you as a supporter of Blue Tree Project and invested community member. Blue Tree Project is a charitable organisation which aims to help spark important conversations and encourage people to speak up about their mental health.

One of the core initiatives behind Blue Tree Project is to host community painting days where a dead tree is given a 'blue lease on life'. We hope that by spreading the paint, and the message that, we can help break down the stigma that's still largely attached to mental health. The 1,400+ blue trees that have been painted across Australia and other parts of the world serve as a conversation starter and visual reminder to check in on ourselves and our loved ones.

[I/We] recognise that more proactive prevention is needed in our communities and [I/We] are passionate about increasing mental health awareness to encourage others to speak up and decrease the devastating side effects of mental health concerns.

[I/We] write to ask your permission to paint [insert tree, location and suburb] on [insert date]. We understand that [enter Shire/ Council name here] is responsible for the management and maintenance of [insert area – e.g. roads, trees, footpaths] in [insert area – e.g. town or suburb].

[I/We] trust that you understand the importance of this request and the value it will provide to our community. Thank you for your support and we look forward to hearing back from you. Should you require any further information please contact [insert contact name] on [insert number] or visit www.bluetreeproject.com.au for further information.

Yours Sincerely

[insert name]
[insert group name]