**United States Coast Guard Auxiliary**

**Flotilla Name (NOT NUMBER)**

**City, State**

DATE

Principal John Smith

Any Name Elementary School

Street Address

City, State Zip

Dear Principal Smith:

Please allow me to introduce my organization and myself. My name is NAME, and I am the Staff Officer for Public Education for the local flotilla of the U.S. Coast Guard Auxiliary, the uniformed civilian volunteer component of the U.S. Coast Guard. I would like to schedule either a day of classroom visits or a school assembly.

We have a 45–50-minute interactive presentation designed for third-grade students about water safety entitled *Water N’ Kids*. This presentation includes topics such as:

* Swimming safely
* Life jackets
* How to board a small boat safely
* Safety on a boat
* Environmental safety
* What to do if a boat capsizes
* What to do if someone falls overboard

For a full listing of topics, please see the enclosed flyer. The program includes students putting on life jackets to simulate using them. If you have any specific youth protection courses that are required, we are happy to complete them prior to the assembly or classroom presentation.

We come with all supplies and will leave safety information for all the students.

I will follow up on this letter of introduction within the next few weeks unless I hear from you sooner. I can be reached at either the email below or 555-555-5555 to schedule a date and time. I look forward to speaking with you and working with your school and students.

Sincerely,

NAME

Flotilla Staff Officer for Public Education

Flotilla Name (NOT NUMBER)

Email