**United States Coast Guard Auxiliary**

**Flotilla Name (NOT NUMBER)**

**City, State**

DATE

Principal John Smith

Any Name 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 series of classroom visits or an after-school program that presents the eight-hour boating safety course called *Boat America*.

As I am sure you are aware, unsafe boaters on the water, like unsafe drivers on the road, are a danger to themselves as well as every other boater on the water. Our mission is to educate the boating public about basic boating safety. We believe that targeting young people at the high school level is ideal for this type of education to form life-long safe boating habits. This basic boating class will give students the knowledge needed to obtain a (State Name) Boating Safety Education Card, which anyone born after (Date) requires. Some boating insurance companies will offer discounts on boating insurance to boaters successfully completing this course.

We can offer this course to your students either in an after-school setting or in a classroom setting over several dates. If your school has a JROTC program, this may be an ideal opportunity for many of 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.

For a full listing of topics, please see the enclosed flyer. 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 the email below or at 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