



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

Date

[Contact Person]

[Organization]

[Address]

[Address]

Dear [Insert Contact Person]

I am writing to you on behalf of the Bahama Village Redevelopment Advisory Committee (BVRAC). BVRAC advises the Bahama Village Community Redevelopment Agency (CRA) on a number of matters. A role we take great pride in is recommending to the CRA which Bahama Village organizations should receive financial support from the CRA's tax increment finance fund. As members of the Bahama Village community, we appreciate the opportunity to help to ensure this fund supports organizations that support our special neighborhood.

We are grateful that in [insert year of grant], the CRA accepted our recommendation to award funds to [describe project that received funds]. It has brought us joy to watch [insert name of organization] continue to serve and enhance the Bahama Village community.

We believe that the Bahama Village Redevelopment Advisory Committee is an important avenue of representation for the residents of our neighborhood, and we hope to commemorate its legacy and promote it for future generations.

To that end, we embarked on a project to design commemorative plaques to recognize our community's BVRAC volunteers who work to ensure that these funds end up in the hands of organizations who are deeply committed to Bahama Village's past, present and future.

We are writing this letter to request that we may hang our plaque at your [church/office/etc] to recognize the role BVRAC plays in our community, and to encourage future generations to participate in our community's development by engaging with the CRA, BVRAC, and the City of Key West. The 12'x12' plaques are crafted from aluminum and City staff would be available to provide installation in whatever location you deem most appropriate.

Please feel free to reach out with any questions. If you are interested in hanging a plaque, please contact Jordan Mannix-Lachner in the City Planning Department at Jordan.lachner@cityofkeywest-fl.gov.

We thank you for your service to our community and hope to hear from you soon.

Sincerely,

[?]