DATE, YEAR

Dear NAME/NEIGHBOR,

I am your neighbor living at ADDRESS. I am writing to share an opportunity for residents on our block to participate in the **Front Yard Ambassadors Program (FYAP),** offered by the Office of Supervisor Katy Tang and Friends of the Urban Forest. If I am able to organize 5 households to participate in the program, we would each receive a fully landscaped front yard almost entirely subsidized by the City of San Francisco. This program has the public benefit of allowing water to percolate into the ground and takes pressure off of our city’s combined sewer system. Other positive benefits include building community and beautifying our neighborhood.

The FYAP is a way to assist Sunset District residents with transforming concrete front yards into drought-tolerant gardens. The FYAP covers the entire cost of concrete removal, plants, and mulch. On planting day, volunteers will assist you in planting your garden. The only cost to you is the sidewalk landscaping permit of $100. The program is estimated to be worth roughly $1500 per yard, depending on the size and scope.

I am volunteering to be the block captain for our block, and will be organizing our neighbors, collecting paperwork, and assisting as the liaison between our neighbors and the City. If we are accepted, I will also assist with collecting permits, checks, and working with Friends of the Urban Forest to plan our planting day. Applications for the program will reopen in early 2016, and I would like to prepare our block to apply when they reopen.

If you have questions about the FYAP, please visit the website which has photos of participating homes and other information at [www.sfbos.org/FrontYardAmbassadors](http://www.sfbos.org/FrontYardAmbassadors).

I hope you will consider working with me and our neighbors to beautify our block. If you are interested, please contact me at EMAIL ADDRESS or PHONE NUMBER.

Sincerely,

NAME

日期，年份

親愛的 NAME/NEIGHBOR，

本人是您的鄰居，住址是ADDRESS。本人致函的原因，是希望與我們街區內的鄰居分享**前院大使計劃(Front Yard Ambassadors Program ,FYAP)**的參加機會，這項計劃是由市參事湯凱蒂辦公室以及城市森林之友(Friends of the Urban Forest )提供。如果本人能夠找到5戶房子參加這項計劃，我們每一戶將會得到一個全面美化的前院，相關的費用大部份是由三藩市政府作出補助。這項有益公眾的計劃，將容許雨水滲透到地底從而減低本市的聯合排污系統的負擔。其他正面的影響包括建立社區關係和美化我們的鄰里等。

透過將混凝土地面的前院轉化為耐旱植物花園，FYAP將是一個很好的方式去協助日落區的居民。FYAP計劃將包括移除混凝土地面、裝設植物和護根層的費用。在種植日當天，義工們將會協助您在花園進行種植。您要承擔的費用只有人行道景觀美化工程許可證的100元。這項計劃的預算總值將約為每個院子1500元，實際的數字會因院子大小和範圍而略有不同。

本人以自願的方式為我們的街區擔任街區隊長，並將會組織我們的鄰居、收集相關的文件、以及在鄰居和市府之間擔任聯絡人。如果我們的申請得到接納，本人亦將協助取得許可證、支票以及與城市森林之友合作去計劃我們的種植日。FYAP在2016年初將重新接受申請，本人希望為我們的街區作出準備，在下一輪計劃開始時提出申請。

如果您對FYAP計劃有疑問，請瀏覽此網頁: [www.sfbos.org/FrontYardAmbassadors](http://www.sfbos.org/FrontYardAmbassadors)，您可以在網頁上參考一些參與了計劃的院子的相片及其他更多資料。

本人希望您會考慮與我和鄰居們一起合作以美化我們的街區。如果您有興趣參與，請電郵至 EMAIL ADDRESS或致電PHONE NUMBER與本人聯繫。

謝謝!

NAME