

Today's Date _____

Park Superintendent
Lewis & Clark National Historical Park
92343 Fort Clatsop Road
Astoria, Oregon 97103

Dear Park Superintendent:

This letter is to serve as proof of official recognition of our school as an educational institution. We will be bringing (#) _____ of our _____ grade students to visit the park on (date) _____ at (time) _____ to participate in a park education program. The teacher in charge of the group will be _____.
As an educational institution we are requesting a waiver of fees for our students and adults over 15 years of age, there will be _____ adults participating in this program.

The scientific and educational objectives we hope to accomplish through this visit are:

Thank you for considering our request.

Sincerely,

Principal