**TO:** Department Supervisors

**FROM:** Tomas Perez

**DATE:** January 3, 20--

**SUBJECT:** Playground Project

As you know, our offices are closed each year in observance of Martin Luther King, Jr. Day. This year, the company is organizing a service project for that day. We will be cleaning up the Grove Street Playground and planting bushes, bulbs, and flowers. The company is donating new playground equipment and park benches. Cleanup gear and tools will be provided, and a cookout will conclude the day’s activities.

Further information will be provided as the date draws nearer. Please encourage the employees in your department to participate in this worthwhile effort.