

Michigan Barn and Farmstead Survey

Sample Letter to Local Official

March 10, 2012

City of Safetyville
111 Main Street
Safetyville, MI 48837

Dear City Manager,

The community 4-H project, Michigan Barn and Farmstead Survey, will take place in April and May, 2012. Members of our group will be traveling every section of the city in order to take photographs of the farm buildings and evaluating their architecture. We will not interview anyone at this time. This survey is called a "windshield" survey because everything we photograph will take place from the roadside, unless we have previous permission from a landowner to walk on their property. If anyone contacts the city about people in a vehicle looking at their barn from the roadside, please tell them about our survey.

We will be sending information to the local newspaper. We also would appreciate any publicity the city could give to our project as well, so that the public can be better informed of our community service project.

Thank you for supporting our project.

Sincerely,

Jo Smith

Leader, Local 4-H club

