



Adaptive Swing Advocacy Letter Template

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HOW TO USE THIS TEMPLATE

Fill in every section marked in italics with your own information before sending. You can type directly into this document or copy the text into a Word processor. Delete these instructions before printing or sending your letter.

YOUR INFORMATION

Your Full Name

Your Street Address

City, State, ZIP Code

Your Email Address

Your Phone Number

Date

RECIPIENT

Name of Contact Person (if known) or Parks and Recreation Commission

Department Name

Street Address

City, State, ZIP Code

YOUR LETTER

Dear [Contact Name] or To Whom It May Concern,

My name is [Your Name] and I live at [Your Address]. I am writing to request that an adaptive swing be added to [Park Name].

My [son/daughter/child], [Child's First Name], is [age] years old and has [brief description of condition or need, e.g., cerebral palsy and is unable to sit independently]. Standard park swings are not safe or comfortable for [him/her/them] without significant support. Swinging provides important vestibular movement that [he/she/they] genuinely enjoys, but accessing it at our neighborhood park is not currently possible.

I am specifically requesting the addition of [Swing Name and Manufacturer, e.g., the Accessible

Swing Seat by Playworld Systems]. This swing is designed for children and adults who cannot use a standard swing. It is available for commercial use and costs approximately [\$X]. I am happy to provide product details, pricing, and installation information if that would be helpful.

I believe this addition would benefit many families in our community, not just mine. Children with physical limitations, older adults, and anyone who needs more postural support would be able to use and enjoy the park in a way that is not currently possible. Inclusive equipment also creates natural opportunities for children with and without disabilities to play alongside each other, which benefits the whole community.

I understand that budget constraints are real, and I am open to discussing options including phased installation or grant funding sources if that would help make this possible. I would welcome the opportunity to speak with you further about this request.

Thank you for your time and for your commitment to making our parks welcoming for everyone.

Sincerely,

[Your Full Name]

[Your Email]

[Your Phone]

TIPS FOR BEST RESULTS

- Address your letter to a specific person whenever possible. Call the parks department to get a name.
- Attach a printout of the swing product page so the recipient can see exactly what you are requesting.
- Follow up with a phone call one to two weeks after sending your letter.
- If you do not hear back after two follow-ups, ask to attend a parks commission meeting and speak during public comment.
- When the swing is installed, share the news publicly and thank the parks department by name.