Dear Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_:

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am volunteering my time as a Virginia Master Naturalist.

We are assisting the Virginia Department of Conservation and Recreation (DCR) to determine the population status of some of Virginia’s less-common plant and animal species.  In 19XX, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was found near your property and recent aerial photographs indicate there is a chance habitat for this species may be on your land.

I would like permission to walk on your property to determine if the species or its habitat is indeed present.  I would let you know immediately what (if anything) I find. DCR will use the information that I and other volunteers collect to analyze the state-wide population status of the plants and animals we are seeking and to plan effective, voluntary conservation actions to help conserve them.

I hope you can get back in touch with me soon.  I can be reached by phone, e-mail or regular mail and my contact information is given below.  Thank you for considering my request.

Sincerely,

First last

Address

Phone

E-mail