Dear Name/Local Council/Beach Manager,

I am writing to notify you that I will be organising a community beach clean at (insert beach name) from (insert times) on (insert day and date) as part of Surfers Against Sewage’s **Autumn Beach Clean Series**. This environmental initiative, working together with World Animal Protection and The Crown Estate, brings together many thousands of volunteers at 150 beaches around the country on the **17th, 18th and 19th of October** to help conserve and enhance our beautiful coastline for the whole community. In addition to the beach clean, we will be monitoring the amounts of fishing gear found as part of the World Animal Protection Sea Change initiative.

The event will involve community volunteers and help educate participants as to how they can get more involved with coastal conservation activities. It would be very helpful if your waste teams could visit the beach soon after the event to remove the litter we collect **(please provide me with a contact name and email)**. If I don’t hear back from your waste team, all litter collected will be carefully placed in the refuse bins on site.

I will be following SAS health and safety guidelines, and will carry out a specific briefing with volunteers before we begin the beach clean. I am pleased to attach a copy of this briefing document along with a risk assessment for the event. The event is covered by SAS’s public liability insurance a copy of which can be downloaded [here](http://www.sas.org.uk/wp-content/uploads/SAS-Public-Liability-Confirmation-of-Cover-14.pdf).

Please do take a moment to visit [www.sas.org.uk](http://www.sas.org.uk) for further details about this and other important environmental issues.

If you have any questions please don’t hesitate to contact me on (email) or (tel)

Many thanks in advance for your support.

Best wishes,

Autumn Beach Clean Series Lead Volunteer