

June 1, 2008

Name

Fire Chief

City Name Fire Department

Address

City, State Zip

Dear Mr. *Name*,

My name is Jay Lee and I am writing to you today on behalf of the USA Chapter of the Eagle Scouts Association of the Philippines (ESAP). We are a newly organized unincorporated association based in California. We are in the process of incorporating ourselves into a 501(c)(3) nonprofit corporation with the purpose of helping our communities in the United States and back home in the Philippines through partnerships.

An organization that we have partnered with is the New Village Fire Prevention Unit, Inc., a nonprofit volunteer fire fighter group in the Philippines that responds to fire scenes in the greater metropolitan Manila area founded in 2005. Often, cities in the Philippines are too poor to afford basic safety services such as a fire department and rely on the services of volunteers. These volunteers in turn rely on donations, or money out of their own pockets, for needed safety equipment and to continue operating. It is our hope to assist them by securing the donation of used equipments that fire departments in the United States can spare. I have attached a list of equipment that we are hoping to acquire. We appreciate whatever your department can spare and will be more than happy to pick up these equipments. My contact information is included below.

We thank you for your time and for your service to our communities.

Sincerely,

Jay Lee, Representative
Eagle Scouts Association of the Philippines-USA

Equipment need list for New Village Volunteer Fire Prevention Unit, Inc.

12 sets Bunker Coats & Fire Pants
12 pairs Firefighting Boots
12 pcs. Headgear with visor
1- 12/24 Fiberglass Stretch Ladder
3 pcs. Brass Adapter 2-1/2" NHT-NST
2 units Compressed-Air Breathing Apparatus
3 sets Lead Rope Hi-angle Rescue Kit
10x50 ft. US double jacket hose 1-1/2"
1 set Compound / Pressure Gauge
1 pc. Greaser Press

Please contact below for equipment donation pick-up:

Jay Lee
4002 West 175th Street
Torrance, California 90504-3112
(310) 877-3932