



INSTRUCTIONS for Letters of Support

On behalf of the Greater Chequamegon Bay National Marine Sanctuary Nomination Initiative Steering Committee, we'd like to thank you for your willingness to provide a Letter of Support from your organization. Your letter of support will be included in the nomination packet submitted to NOAA to demonstrate this extensive network of community support for this nomination.

In order to streamline the writing process, we have included a template with some suggested language. You are welcome to use the language verbatim, or to tailor it to better reflect your business's or organization's mission, goals and particular communication style.

Here are some points to consider when writing a Letter of Support:

1. Please use official letterhead and/or logo if possible
2. Please address letters to: John Armor
Acting Director
NOAA Office of National Marine Sanctuaries
1305 East - West Highway, 11th Floor
Silver Spring, MD 20910
3. DO NOT SEND your letter directly to NOAA. We will be compiling all Letters of Support and submitting them formally as a part of the NMS nomination packet.
4. Please submit your completed letter via mail to:
Lake Superior Sanctuary
PO Box 344
Washburn WI 54891
5. If you'd prefer, completed letters can also be scanned and emailed, in PDF format to:
lakesuperiorsanctuary@gmail.com
6. Your letter of support will become a public document. Upon submission, all letters will be posted to our website (www.lakesuperiorsanctuary.org) and will also be posted as a part of our nomination packet on the NOAA website (www.nominate.noaa.gov)
7. We reserve the right to exclude any letters from the final submission that do not strengthen the nomination as a whole.
8. If your organization would prefer to submit a resolution, rather than a letter of support please contact us and we can provide an additional template and instruction.

Thank you again, for your time and your support. It is the support of businesses and organizations like yours that will help us to create a compelling nomination in the hopes that our region will eventually receive recognition and designation as a National Marine Sanctuary. Please don't hesitate to contact us if questions arise!

Sincerely,
Greater Chequamegon Bay
National Marine Sanctuary
Nomination Initiative Steering Committee