

[Town Letterhead]

Date: [Insert Date]

Dr. Jaap Vos
Professor of Sustainability
University of Idaho – Boise Campus
College of Art & Architecture / Integrated Design Lab
Boise, Idaho

Subject: Request for Student Collaboration on Sustainability Projects for Sandpoint, Idaho

Dear Dr. Vos,

The Sandpoint City Council and volunteer sustainability advisory committee are developing our community's first comprehensive sustainability plan, which we aim to finalize by December 2026. To build a solid technical foundation, we are seeking support from University of Idaho students on several applied sustainability projects to be completed by the end of May 2026.

We request student assistance in the following priority areas:

1. Municipal energy efficiency audit – Evaluate energy use in key public buildings and recommend cost-effective retrofits.
2. Renewable energy feasibility study – Assess potential for solar or other renewable installations on municipal facilities.
3. Water and wastewater systems efficiency review – Identify opportunities to improve energy and water performance in existing systems.
4. Solid waste and materials management assessment – Analyze waste streams and develop achievable diversion and reduction strategies.
5. Green infrastructure and resilience mapping – Map high-runoff or flood-prone areas and propose feasible green infrastructure interventions.
6. Design community surveys, collect and analyze data, and report results.

Each project will produce actionable data and recommendations that can be incorporated directly into the town's sustainability plan. The committee will lead all public communication and workshops locally so that student efforts remain focused on technical analysis and project deliverables.

We would appreciate the opportunity to meet later this month to discuss scope, timelines, and next steps. Please let us know your availability for a short virtual meeting.

Thank you for considering this partnership to help advance sustainability in Sandpoint and across Idaho communities.

Sincerely,
[Your Name]
Chair, volunteer sustainability advisory committee

[Town Name], Idaho
[Phone Number]
[Email Address]