



# TOWNSHIP OF UNION

IN THE COUNTY OF UNION

RECREATION DEPARTMENT  
1120 Commerce Ave  
Union, New Jersey 07083  
(908)686-4200 Fax(908) 686-4114  
[www.uniontownship.com/147/recreation](http://www.uniontownship.com/147/recreation)

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**Robert Cowper**  
Superintendent of Recreation  
**Suzette Cavadas**  
Commissioner

June 3, 2019

Superintendent Gregory A. Tatum  
Township of Union Public Schools  
2369 Morris Avenue  
Union, NJ 07083

Dear Superintendent Tatum,

My name is Robert Cowper, I am the Superintendent of Recreation for the Township of Union. I am writing to request the use of the parking lot at Jefferson School on Saturday October 26 for the Township's Trunk or Treat event. We would need use of the parking lot from approximately 9:00am until 5:00pm. The event itself would run from 1:00pm until 4:00pm but ample time is needed for set-up. On behalf of the Township Committee, I would like to thank you for your consideration and assistance as we continue to offer this event.

If you have any questions, please contact me at [rcowper@uniontownship.com](mailto:rcowper@uniontownship.com) or 908-686-4200.

Sincerely,

Robert Cowper  
Superintendent of Recreation

Cc: Ron Manzella, Township Administrator  
Tammie Baldwin, Assistant Township Administrator  
Suzette Cavadas, Commissioner of Recreation