

SAMPLE LETTER REQUESTING A PROCLAMATION

[Date]
Honorable [Name]
[Official Title]
[Mailing Address]

Dear [Name]:

September is National Childhood Cancer Awareness Month. This month provides an excellent opportunity for our [City/County/State/School] to demonstrate its support in recognizing that childhood cancer touches the lives of those who live in our community. Of those diagnosed, approximately 20% of our children will die and 60% will survive challenged by life-altering conditions. Childhood cancer doesn't discriminate by race, economic level, or region.

Currently families in our area are struggling with this reality, with even more families providing aid and support for our families in need. We cannot ignore the #1 disease killer of our children. Recognition of this month is a wonderful opportunity to educate the public [or students] of the reality of childhood cancer and its impact on our children, our families, our community.

[Your organization] would be honored if you would sponsor an official proclamation to recognize September as [City/County/State/School] National Childhood Cancer Awareness Month. Your proclamation would lend official recognition to the important work of educating the public, as well as emphasize your personal commitment to help support your constituency. I have enclosed a sample proclamation which may help your office compose the appropriate proclamation for our [City/County/State/School].

[Insert the following paragraph if you are sponsoring a public awareness event.]

[List of organizations] are sponsoring [describe event] on [day] at [time] at [location]. We hope you will attend this special event to present your proclamation. If you are unable to attend, we ask that you or your official representative read the proclamation to our supporters on [day of the event].

If you, or your staff, have any questions concerning the request, the sample proclamation, or National Childhood Cancer Awareness Month, please call me at [telephone number]. I will follow-up with your office on this request in the next few days. As always, we appreciate your support of National Childhood Cancer Awareness Month and helping care for our children in need, to help them to survive, and help them to thrive throughout their lives. Thank you for consideration on this special request.

Sincerely,

[Name]
[Title]

Enclosure