

PLACE ON YOUR LETTERHEAD

[Date]

[Name of Elected Official]

[Address state office]

[City, State ZIP]

Dear [Title Last Name XX]:

On behalf of [Name of your organization or group], I would like to invite you to join us in recognizing Child Abuse Prevention Month at [name of event] at [location] in [city]. The event will take place on [day], [date] from [time] to [time]. We anticipate [# of people/families] will attend the event, and have also invited local news media [list key media if it isn't too long].

During the event we plan to [list activities]. We would be honored for you to [list what you would like the elected official to do – ex: read a proclamation, briefly address the crowd, help plant a pinwheel garden with families and children, hand out pinwheel stickers, etc.].

[Name of your organization or group] is[a brief description of your organization's mission].

Thank you for your interest and consideration of this invitation. If you have any questions, please contact me at [phone number and e-mail].

Sincerely,

[Your name and title]

[Organization or group name]