

Sample Cover Letter to Local Officials in Request of a Proclamation

Use this sample cover letter when you mail the proposed proclamation wording. If you have already spoken to the proper official, then you should reference that conversation in this letter. Also, adjust the language of the letter to reflect the details of the event in your community. Be sure to enclose your proclamation draft with your letter.

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

[Date]

Dear [Name],

April 2017 is *Alcohol Awareness Month*. This month provides an excellent opportunity for our [City / County / State / School] to demonstrate its support in preventing underage drinking and to support the numerous people affected by substance abuse issues. Moreover, it is a wonderful opportunity to educate the public [or students] on the seriousness of alcohol abuse and the prevalence of this epidemic in our lives.

[Your organization's name] would be honored if you would sponsor an official proclamation to recognize April 2017 as *Alcohol Awareness Month* in [City / County / State / School]. Your proclamation would lend official recognition to the important work of educating the public on alcohol abuse, as well as emphasize your personal commitment to raising awareness about the dangers of underage drinking. I have enclosed a sample proclamation which may help your office compose the appropriate proclamation for [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 *Alcohol Awareness Month*, please call me at [telephone number]. I will follow up with your office regarding this request in the next few days. As always, we appreciate your support of *Alcohol Awareness Month*. Thank you for your consideration of this special request.

Sincerely,
[Name]

Enclosure: Sample Proclamation Language

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