
SAMPLE LETTER REQUESTING A PROCLAMATION

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

[Date]

Dear [Name],

October is *National Domestic Violence Awareness Month*. This month provides an excellent opportunity for our [City / County / State / School] to demonstrate its support in ending domestic violence and to support the numerous victims who are among us. Moreover, it is a wonderful opportunity to educate the public [or students] on the seriousness of domestic violence and the prevalence of this epidemic in our lives.

[Your organization] would be honored if you would sponsor an official proclamation to recognize October as [City / County / State / School] *National Domestic Violence Awareness Month*. Your proclamation would lend official recognition to the important work of educating the public on domestic violence, as well as emphasize your personal commitment to ending this crime. 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 Domestic Violence 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 Domestic Violence Awareness Month* and the ending of domestic violence. Thank you for consideration on this special request.

Sincerely,

Enclosure