***Sample Cover Letter to Local Officials in Request of a Proclamation***

Note: You may 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, please adjust the language of the letter to reflect the details of your request and feel free to add any of your personal story which might be relevant to the request. Be sure to enclose your proclamation draft with your letter.

Honorable [Name]

[Official Title]

[Mailing Address]

[Date]

Dear [Name],

May (inert day/year) is PWS Awareness Month. This month provides an excellent opportunity for our [City / County / State / School] to demonstrate its support for those in our community who are suffering with Prader-Willi syndrome and sheds light on the leading cause of childhood obesity in the US. Moreover, it is a wonderful opportunity to educate the public [or students] on the seriousness rare disease and how it effects the lives of over 30 million Americans.

I would be honored if you would sponsor an official proclamation to recognize (Insert day/month – May 15 or month of May) as PWS Awareness (Day/Month) in [City / County / State / School]. Your proclamation would lend official recognition to the important work of educating the public on Prader-Willi syndrome, as well as emphasize your personal commitment to raising awareness for rare disease. I have enclosed a sample proclamation from 2010 when Congress declared the month of May PWS Awareness Month in the US which may help your office compose the appropriate proclamation for [City / County / State / School].

If you or your staff have any questions concerning the request, please call/email/text me at [telephone number/email address]. I will follow up with your office regarding this request in the next few days. As always, we appreciate your support of PWS Awareness (Day/Month) and thank you for your consideration of this special request.

Sincerely,

[Name]

Enclosure: Sample Proclamation Language