

***Sample Letter to Mayors and Governors requesting a
Proclamation.***

(Date)

The Honorable (MAYOR'S OR GOVERNOR'S NAME)

City of (YOUR CITY'S NAME)

(ADDRESS)

(CITY), (STATE), (ZIP)

ATTN: (PROCLAMATION CONTACT PERSON)

Dear Mayor or Governor (LAST NAME),

This is to ask that you issue a proclamation declaring the week of January 20—25, 2008 as “National Activity Professionals Week” in (STATE OR CITY).

Activity Professionals are gaining recognition and are contributing significantly to improving the lives of our nation's (CITY OR STATE) older adults and service-dependent senior citizens. They work with health care professionals, care providers, and regulatory agencies to enhance the lives of those served by nursing homes and convalescent hospitals, senior centers, retirement homes, assisted living centers and day programs.

Activity Professionals assist in providing programs related to community involvement, mental stimulation, community service, and all types of activities related to maintaining normal life pursuits for the elderly. Every activity is designed to meet the needs of the individual. The underlying value is maintaining a healthier, more active mental outlook, and this relates directly to quality of life.

Designating January 20—25, 2008, as “National (or STATE, COUNTY or CITY) Activity Professionals Week” will recognize these professionals and increase public awareness of the role these important individuals play in improving the quality of life for many older adults.

I will be contacting your office to arrange a time for the proclamation to be signed and assist in arranging any press coverage. I would like to thank you in advance for your time and assistance in helping to honor this outstanding group of individuals. If you have any questions please do not hesitate to contact me at (AREA CODE) (FACILITY PHONE NUMBER).

Sincerely,

(NAME)

(TITLE)

(FACILITY NAME)

10/01/2007

