

IT'S TIME TO APPLAUD THIS COUNTRY'S VOLUNTEERS

Letter to an Elected Official Template

(Date)

(Name)

(Name of Municipality)

(Address)

Dear *(Name)*,

National Volunteer Week (NVW) is April 19-25, 2020. This week is set aside each year to recognize and thank volunteers around *(municipality)* and Canada for the time and energy they contribute to causes that benefit our communities. NVW is also an opportunity to promote the benefits of volunteering to individuals and society as a whole.

(Your organization) is a partner in *(name of local initiative/event)*, which takes place during NVW. In conjunction with over *(number)* other communities around *(region/province/territory)*, we have planned activities to mark the week in *(municipality)* and hope you will be able to attend *(name of event)* on *(date, time)* at *(location)* to *(indicate what you would like them to do, such as proclaim NVW, give opening remarks at a ceremony, etc.)*.

We hope that *(municipality)* will show its commitment to *(municipality)*'s volunteers by *(providing/ participating in/partnering in)* these activities.

Sincerely,

(Name and Title)

(Organization)

(Contact Information)