**Letter to an Elected Official Template**

*(Date)*

*(Name)*

*(Name of Municipality)*

*(Address)*

Dear *(Name)*,

National Volunteer Week (NVW) is April 27 to May 3, 2025. 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 and continue to advocate for a [National Volunteer Action Strategy](volunteerstrategy.ca).

Volunteer Canada and partners like us are navigating the complexities of modern volunteerism. We are working to remove barriers to participation so that every individual feels empowered to contribute to building more connected communities.

Historically, Canada has had a robust and resilient volunteer sector but, declining volunteer rates and challenges in recruiting and retaining those volunteers, coupled with an ever-increasing demand for services, has resulted in growing social and economic vulnerability for people in Canada.

Now, it is more important than ever to acknowledge the contributions of those participating in our communities and to show our appreciation for their efforts.

*(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 and voicing your support for the development of a National Volunteer Action Strategy.

Sincerely,

*(Name and Title)*

*(Organization)*

*(Contact Information)*