SAMPLE LETTER REQUESTING SUPPORT

NOTE: Do not use in present form. You can create personalized letters to key people who can help with your NCSD event by replacing the bracketed material in the template below with data about your event. Be sure to match the numbered entries in the salutation and the body of the letter. Also make follow-up phone calls, especially one week after sending the letters.

[1. Dear MAYOR/GOVERNOR/COUNTY EXECUTIVE/PRESIDENT OF CITY COUNCIL]
[2. Dear HOSPITAL PR DIRECTOR/CANCER UNIT DIRECTOR/SUPPORT GROUP LEADER]
[3. Dear CLERGY]
[4. Dear MERCHANT]
[5. Dear MEDIA CONTACT]

On National Cancer Survivors Day®, Sunday, June 2, 2019, [CITY/TOWN] will honor those in our community who are living with and beyond cancer and raise awareness of the challenges of cancer survivorship. NCSD is a worldwide Celebration of Life for everyone who has been touched by cancer – cancer survivors, family members, medical professionals, and friends.

This day provides an opportunity for America's more than 15.5 million cancer survivors to share their stories, to connect with other survivors, to celebrate personal milestones, and to recognize those who have supported them along the way. "A *survivor* is anyone living with a history of cancer – from the moment of diagnosis through the remainder of life," according to the National Cancer Survivors Day® Foundation.

[CITY/TOWN] will join hundreds of communities across the U.S. and abroad to commemorate the 32nd annual National Cancer Survivors Day®. On this day, thousands of cancer survivors and supporters will gather across the globe to recognize cancer survivors, to bring attention to the difficulties cancer survivors face, and to celebrate life.

While major advances in cancer prevention, early detection, and treatment have resulted in longer survival, a cancer diagnosis can leave a host of problems in its wake. Physical, emotional, and financial hardships often persist for years after diagnosis and treatment. NCSD is an opportunity for [CITY/TOWN] to stand alongside the cancer survivors in our community and raise awareness of these hardships.

As the organizers of this local event, we are encouraging everyone to attend the celebration to show their support for our community's cancer survivors, their families, friends, and healthcare providers. The event is a cooperative effort of [ORGANIZATION NAME] and the National Cancer Survivors Day® Foundation, and is supported by *Coping*® *with Cancer* magazine.

[1. By proclaiming June 2 National Cancer Survivors Day® in CITY/STATE,]
[2. By joining our celebration through sponsoring a survivors' reunion, providing a hospital official to act as spokesperson, and/or rallying volunteers to participate in the event,]
[3. By discussing NCSD in your services during the week prior to June 2, delivering a spiritually uplifting message to inspire the members of your congregation whose lives have been touched by cancer, offering a special prayer at TIME and ringing your bells at TIME, and by using cancer survivors as ushers and greeters for this day,]
[4. By providing your support through DESCRIBE YOUR NEEDS (PAPER GOODS, FOOD, VOLUNTEERS, MONETARY SUPPORT, PRINTING, ETC.),]
[5. By making your READERS/VIEWERS/LISTENERS aware of this event (details enclosed),]
you will become an important part of our community's celebration of life on National Cancer Survivors Day®. I have enclosed

[1. a sample proclamation and detailed information on our event.]
[2, 3, 4. detailed information on our event.]

[5. a press release, fact sheets, logos, and PSAs.]

For more information on how we can all work together to celebrate life and raise awareness of cancer survivorship issues, please call me at [PHONE], or email [EMAIL]. Thank you for your consideration.

Sincerely,
[NAME]
Chairperson, [CITY, STATE], National Cancer Survivors Day®
[ORGANIZATION'S NAME]

Caution:
• Do not use in present form.
• Retype to include local names and data.