

Use this sample letter when you mail the sample proclamation:

[Date]

The Honorable **[First & Last Name]** (*i.e.: The Honorable Kevin Johnson*)

[Title] (*i.e.: Mayor*)

[Street Address]

[City, State & Zip]

Dear **[Title & Last Name]**: (*i.e.: Mayor Johnson*)

During **[month]** **[high school]** is going to have a **[title of campaign]** Teen Safe Driving Campaign. We are requesting the support of the **[government body]** with an official proclamation designating **[date]** as **[title of day]** in **[name of town/city/county]**.

[Provide statistics and information explaining the importance of teen safe driving campaigns.] By getting involved, you can help youth understand that our **[government body]** is concerned and they want to raise awareness about youth traffic safety in our community. Our school has planned a month-long campaign designed to develop teen safe driving strategies and to reinforce the message that safe driving behavior is the socially accepted norm in our school.

Proclamation text is included with this letter for your convenience. Participation in our school events, a proclamation signing ceremony during the Teen Safe Driving Campaign or any other support you can provide will have a great impact on helping us get the message out about youth traffic safety.

Thank you for your time and for considering this request. We will contact your office to confirm that you have received this letter and answer any questions that you or your staff may have. You or your staff can contact **[name]** at **[phone number/e-mail address]**.

Sincerely,

[Name of campaign or student government leaders]

[Title if appropriate]

Enclosures

Sample Proclamation