

# SAMPLE LETTER REQUESTING SUPPORT

Updated February 2010

*NOTE: Do not use in present form. You can create personalized letters to key people who can help with your NCS D 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 mailing 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<sup>®</sup>, Sunday, June 6, 2010, [CITY/ TOWN] will honor our citizens who are living with and beyond cancer. NCS D is an annual celebration of life that is held throughout the United States, Canada, and other participating countries. Cancer survivors, caregivers, family members, friends, and healthcare professionals will unite in this symbolic event to show the world that having an active, productive life after a cancer diagnosis can be a reality.

We will join hundreds of communities worldwide in celebrating life as part of the 23rd annual National Cancer Survivors Day. 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.

NCS D is a treasured annual celebration as well as a time to bring attention to the issues cancer survivors face. Major advances in cancer prevention, early detection, and treatment have resulted in longer survival. However, a cancer diagnosis can leave a host of problems in its wake.

As the organizers of this local event, we are encouraging everyone to attend the celebration to show his or her 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 sponsored nationally by *Coping*<sup>®</sup> magazine and Lilly Oncology.

- [ 1. By proclaiming June 6 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 NCS D in your services during the week prior to June 6, 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. This day is a victorious milestone for cancer survivors.

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 e-mail [e-mail address]. Thank you for your consideration.

Sincerely,

[NAME]

Chairperson, National Cancer Survivors Day  
[ORGANIZATION’S NAME]

**Caution:**

- *Do not use in present form.*
- *Replace bracketed material with local names and data.*