



LETTER TO AN ELECTED OFFICIAL TEMPLATE

(Date)

(Name)

(Name of Municipality)

(Address)

Dear *(Name)*,

National Volunteer Week (NVW) is April 24-30, 2022. 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.

The National Volunteer Week theme for 2022, ***Volunteering is Empathy in Action***, affirms the strong connection between volunteerism and empathy. This profoundly human connection is at the heart of healthier individuals and stronger communities. Empathy is a quality that can help people relate to others and build awareness around different experiences. It connects people in ideas and actions and helps create bonds forged in common goals and aspirations. From coast to coast to coast in formal and informal settings, volunteers create caring, collaborative, and compassionate communities.

During National Volunteer Week 2022, we celebrate the contributions of Canada's millions of volunteers: their actions, their understanding, and their genuine concern for the world around them.

(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)