

LETTER TO AN ELECTED OFFICIAL TEMPLATE

(Date)

(Name)

(Name of Municipality)

(Address)

Dear *(Name)*,

National Volunteer Week (NVW) is April 16-22 2023. 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 2023, ***Volunteering Weaves us Together***, reveals the importance of volunteering to the strength and vibrancy of our communities through the interconnected actions we take to support one another. These diverse forms of sharing our time, talent and energy strengthen the fabric of our community.

Through volunteering we experience our interconnectedness, making our lives more meaningful. Getting involved in various ways, we find friendship, develop trust, and link our relationships. Threading these connections, we come to belong as we contribute towards the same goals. During National Volunteer Week 2023, 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)