

Print on your coalition's letterhead

DATE

MR/MS
ADDRESS

DEAR

Introductory statement that includes your mission

I am writing to you on behalf of the Greenview Drug Task Force. We are a hard-working coalition that decided to take action a few years ago when we lost 12 of our Greenview High School students in a three-month period to underage drinking-related accidents. Since then, we have been focused on reducing high-risk behaviors among the youth of Greenview and Barger County.

Join with their mission

We highly respect the stance the Greenview Ministerial Alliance has taken on support of the family. Substance abuse research tells us that parents influence youth choices even more than their peers, and that frequent and consistent messages from parents to their children around non-use of alcohol and other drugs make a difference in whether children engage in underage drinking and drug use.

Briefly describe your membership

Our membership includes parents and youth as well as valued organizational partners. They are the Greenville Parent Teachers Organization, United Way of Greenville, the Greenville Police Department, the YMCA and the Greenville Parks and Recreation Department. These partners share a common vision: to create a safe, healthy environment for families and youth to thrive.

State your intention and ask for the meeting

We believe that the Greenview Ministerial Alliance shares a similar vision and would be an ideal partner in this work. We believe that if we join together, we will have a greater impact on strengthening our families here in Greenview, and on building resiliency in our youth. To that end, we would like the opportunity to meet with you to discuss how we might support each other in this effort.

Follow-up statement and thanks

I will follow up with you in a few days to see if we can set a convenient time. Thank you for all you do to support children and families in our community.

Sincerely,

NAME
TITLE