[Date]

Honorable Mayor/Governor [insert name]

Office of the Mayor/Governor

[Address 1]

[City, State, Zip]

Dear Mayor/Governor [insert name]:

I am proud to inform you that the [insert state/territory] Emergency Medical Services (EMS) for Children program will celebrate EMS for Children Day on Wednesday, May 22, 2024, during this 50th anniversary celebration of EMS Week.

National EMS Week features hundreds of grassroots activities coast-to-coast to raise awareness about the importance of out-of-hospital care and thank EMS personnel for their dedication in providing life-saving skills to their communities. On EMS for Children Day, participants are encouraged to focus their EMS Week activities on the need for specialized emergency care for children.

On behalf of the [insert state/territory] Emergency Medical Services for Children program, I hope you will provide us with a proclamation stating that the state of [insert state] recognizes May 22, 2024, as EMS for Children Day.

We are hard at work creating a memorable EMS for Children Day for all citizens in our community. Please consider making our commemoration complete with a proclamation or decree from your office. If your schedule permits, we would be honored to have you, or a member of your staff, as a guest at [include description of activity, date and time].

Thank you in advance for considering this request and for your support of the pediatric emergency care profession. We request that we have this proclamation by [insert date]. Please do not hesitate to contact us, if you have any questions. The proclamation can be sent to [insert name] at: [insert contact information, including address, phone number and e-mail address].

Thank you for your consideration.

Sincerely,

[insert name and credentials]

[name of state/territory] EMSC program