Honorable [Name]

[Official Title]

[Mailing Address]

[Date]

Dear [Name], June 9th is known as International Batten Disease Awareness Day, annually. This important day provides an excellent opportunity for our [City / County / State / School] to demonstrate its support in educating and informing the public about this rare and currently fatal childhood disease. BDSRA (Batten Disease Support, Research, & Advocacy) Foundation would be extremely grateful if you would assist us in this important endeavor to declare June 9th as Batten Disease Awareness Day, officially.

BDSRA would be honored if you would sponsor an official proclamation to recognize June 9th as Batten Disease Awareness Day in [City / County / State / School]. Your proclamation would lend official recognition to the important work of educating the public and increasing understanding of this relatively unknown rare disease as well as emphasize your personal commitment to raising awareness. I have enclosed a sample proclamation which may help your office compose the appropriate proclamation for [City / County / State / School].

If you or your staff have any questions concerning the request, the sample proclamation, or the Batten Disease Awareness Day campaign, please don’t hesitate to contact me at [telephone number] or via email at [email address}. I will follow up with your office regarding this request in the next few days. On behalf of all the patients and families affected by Batten Disease, we greatly appreciate your support.

Thank you so much for your consideration of this very special, meaningful request.

Sincerely,