(your name/ address)

(Date)

Dear (City/County/State Official),

My name is (insert) and I am writing you because I am concerned about the rising concussion crisis in America. (insert your why/personal story here)

The CDC estimates as many as 3.2 million concussions will occur this year. Many will go undiagnosed and/or untreated. I am acting to raise awareness in our (community/state) through the observance of National Concussion Awareness Day on September 16, 2016. (Include info on events, public service announcements, partner businesses, partner schools or agencies here)

Please consider increasing attention to this issue though an official proclamation from your office. I have enclosed a sample proclamation for your reference.

Thank you for your time and consideration.

Sincerely,

(your name)