



Date

(name of principal), Principal

School Name

Address

(name of principal),

*First paragraph: introduce who you are, and what your objective is, and the name of the event.*

**Example:**

This is (your name) contacting you on behalf of the **Brampton and Mississauga Youth Action Alliances (extinguish)**, a group of socially active youth. Our main objective is to work with all members of the community in bringing Ontario closer to a “smoke-free” environment.

*Second paragraph: explain the event you will be hosting and your suggestions to add to the event. You should include the date, time, and location.*

**Example:**

We feel it is important to promote the prevention of tobacco, help smokers quit and also reduce the exposure of second-hand smoke to non-smokers. During the upcoming week of January 15<sup>th</sup> to 21<sup>st</sup>, 2006 – **National Non-Smoking Week (NNSW)** – high schools are encouraged to host activities relating towards the awareness of tobacco. Activities could include:

- inviting guest speakers to talk about their past experiences with tobacco
- organizing “smoke-free” awareness fairs
- planning charitable rallies
- creating contests revolving around **NNSW**.

*Third Paragraph: additional information such as other ideas or ways to go about organising the event.*

**Example:**

**extinguish** also hopes that in promoting **NNSW** you will allow students to convey information through announcements. Since this is a national awareness campaign, we encourage you to allow students to promote a healthy, “smoke-free” environment within your school.

All schools in Peel are invited to participate during **NNSW**. In addition, it is important to underline that these activities should be organized by youth so that they can appropriately target their peers using student-appealing tactics.

*Conclusion: sum up the letter by repeating the even name and one key detail. Close by providing your contact information and suggest that you will follow up with them in a certain amount of time.*

**Example:**

We will greatly appreciate your support during **National Non-Smoking Week**. Please let us know if you are interested in participating in this week-long awareness campaign. Should your school have any questions regarding the campaign, feel free to contact us by phone at **(905)-791-7800 ext. 2753** or e-mail us at [extinguish@peelregion.ca](mailto:extinguish@peelregion.ca).

Sincerely,

*(Your name)*