[Today’s Date]

[Name of Recipient]

[Address]

[City, Province, Postal Code]

Dear [Name of Recipient],

September 15-21, 2019 is Child Passenger Safety Week. Throughout the month of September, members of the Child Passenger Safety Association of Canada (CPSAC) will be hosting events to promote child passenger safety in communities across the country. According to Statistics Canada (2011), motor vehicle crashes were the number one cause of death due to unintentional injury in children age 1-14. Through education and advocacy at courses to train new Child Passenger Safety Technicians (CPSTs), car seat clinics, roadside stops and information booths, CPSAC members work to decrease car seat misuse and empower caregivers to use their seat correctly every ride.

[Briefly explain your specific event. What is it, when & where will it be held?]

[Make a specific request—so you want to request use of a parking lot? Do you want an organization to assist with advertising? Do you want to have a staff member attend a CPST training? Do you want seats to have on hand in case parents show up with an expired/recalled seat or a seat that does not properly fit their child? Are you looking for a donation seat for a draw at a info booth? Donation of water for technicians at a clinic? Be as specific as possible about what you would like and how it will be used. ]

We appreciate your consideration of our donation request.

Respectfully, [or With kind regards,]