[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.

Our community event, a car seat clinic, will be held from **10-1 on September 29th, 2019 at the Insurance Brokers, Anytown, ON**. The event will primarily serve **name of town** community members, although residents from outlying communities may also attend. **Six** technicians from the community will be on hand to assist caregivers in learning how to install and properly use their seat to ensure the children they transport are safe, every ride. Previous events have served between **15 and 30** families.

On occasion, families show up with car seats that are unable to be used for various reasons—they may be expired or recalled, or their child may have outgrown the seat. We are looking for donations of car seats to have on hand in these instances, so that families can leave with the peace of mind that their child is safe and secure in the event of a collision.

We appreciate your consideration of our donation request.

Respectfully, [or With kind regards,]