

SAMPLE LETTER TO ACCOMPANY PROCLAMATION

[DATE]

[NAME]

[ADDRESS]

[CITY, STATE ZIP]

Dear [Mayor NAME],

The American Legion Family, with the support of Congress, has designated May 27, 2022, as National Poppy Day®. We encourage all patriotic Americans to wear or display a red poppy on this day as a symbol of remembrance and hope. This is a wonderful opportunity to educate the public about the servicemembers who have made the ultimate sacrifice fighting for our freedom.

The American Legion Family would be honored to have your support by sponsoring an official proclamation in [CITY/STATE] to recognize May 27, 2022, as National Poppy Day® in our community. Your proclamation would lend official recognition to the importance of all citizens, residents and visitors in [CITY] observing this day to honor every servicemember who has died in the name of liberty, freedom and democracy. I have enclosed a sample proclamation which may be of use to your office to compose the appropriate proclamation for [CITY/STATE].

EVENT INFORMATION SAMPLE: The American Legion Family will be holding a special event on [DATE] at [LOCATION] to distribute poppies to citizens. We extend an invitation to you to attend this special event and present your proclamation. If you are unable to attend, a representative of your office is welcome to read the proclamation to our supporters on [DAY OF EVENT].

If you or your staff have any questions concerning the request, the sample proclamation, or National Poppy Day®, please call me at [TELEPHONE NUMBER]. I will follow up on this request with your office in the next few days. As always, we appreciate your support of National Poppy Day® and helping The American Legion Family to honor those who have made the ultimate sacrifice for our freedoms.

Sincerely,

(NAME and Title)

American Legion Post #

American Legion Auxiliary

(address)

(City, State, Zip)

(Phone)

(Email)