Dear [Mr./ Ms./Dr./Senator/Representative/Mayor/Councilman/Councilwoman] \_\_\_\_\_\_\_\_\_,

I am [a member/the [title]] of [insert Chapter/Division name] of the United Nations Association of the United States of America (UNA-USA), a program of the United Nations Foundation.

I am writing to invite you to sign onto UNA-USA’s International Women’s Day proclamation, a copy of which is attached [and consider working with us to introduce the proclamation in [local legislative body; include only if applicable to the capacities of the elected official]]. International Women’s Day 2019 is Friday, March 8. This year’s theme, as declared by UN Women, is “Think Equal, Build Smart, Innovate for Change.” It highlights the role of innovation and technology in creating opportunities for women and girls.

International Women’s Day is an opportunity to reflect on the progress we have made and recognize that much has yet to be done to address the challenges facing women and girls today in the United States and around the world. The proclamation highlights the importance of gender equality as an issue of human rights and includes a pledge to stand up and take action.

If you have any questions or would like additional information regarding the proclamation or local International Women’s Day programming, please do not hesitate to contact me at [phone] or [email].

Thank you for your continued efforts on behalf of [district/county/state] in [organization]. On behalf of UNA-USA and your constituent members of our organization, we are grateful for your consideration.

Sincerely,

[electronic signature if available]

[name]