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.

International Women’s Day 2019 is Friday, March 8. I am writing to invite [city/company/organization] show your support for equal rights, opportunities, and participation of women and girls around the world that day by turning [landmark(s)/building(s)] purple, the color of International Women’s Day. [city/company/organization] would join a diverse group of businesses, municipalities, and leaders across the world including [One World Trade Center, 4 Times Square, and One Bryant Park in New York (2017)](https://www.internationalwomensday.com/Activity/12285/Lighting-up-New-York-skyline-in-the-global-call-to-PressforProgress); [seven landmarks in the city of South Perth in Washington State (2018)](https://southperth.wa.gov.au/about-us/news-and-publications/news-and-public-notices/news-detail/2018/03/08/old-mill-turns-purple-for-international-women-s-day); [and Story Bridge in Brisbane, Australia (2018).](https://twitter.com/Brisbane_City/status/971558201371037697/photo/1?ref_src=twsrc%5Etfw%7Ctwcamp%5Etweetembed%7Ctwterm%5E971558201371037697&ref_url=https%3A%2F%2Fmashable.com%2F2018%2F03%2F08%2Finternational-womens-day-buildings-light-up%2F)

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. 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.

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

On behalf of UNA-USA, we are grateful for your consideration.

Sincerely,

[electronic signature if available]

[name]