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 USA (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 to 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 is Tuesday, March 8. This year’s theme, as declared by UN Women, is “Gender equality today for a sustainable tomorrow.”

International Women’s Day is an opportunity to reflect on the progress we have made while recognizing that there are still many hurdles to overcome 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 a human rights issue and includes a pledge to 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]. We are grateful for your consideration.

Sincerely,

[electronic signature if available]

[name]