



## OUTREACH LETTER

[Name of Supporter]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP]

[DATE]

Dear [SUPPORTER NAME],

This year, [NAME OF ORGANIZATION SENDING LETTER] is joining with National Center for Missing & Exploited Children® (NCMEC) to promote the Take 25 campaign. Created in commemoration of National Missing Children’s Day, Take 25 is a national child safety campaign that encourages parents and guardians to take 25 minutes out of their day to talk to their children about safety.

Annually observed on May 25, National Missing Children’s Day serves as a reminder to the nation to renew efforts to reunite missing children with their families, remember those who are still missing and make child protection a national priority. With your help, we can reach thousands of families in our community with the message of Take 25 and the prevention tools needed to help keep their children safer.

This year, [OTHER PARTNER ORGANIZATIONS] will join at [LOCATION NAME], located at [LOCATION ADDRESS] on [DATE] from [TIME] to host a community safety event. We are requesting that you [DESCRIBE YOUR PLANS FOR THEIR INVOLVEMENT.]

I am excited to begin this partnership and look forward to working with you to promote Take 25 in our community. Should you have any questions or need further information please feel free to contact me at [PHONE NUMBER] or [E-MAIL ADDRESS].

Sincerely,

[NAME]  
[TITLE, ORGANIZATION]

Enclosures