

Sample

# Letter

## to Government Official

[Date]

[Honorific (i.e. "The Honorable") and full name of official]  
[Title of official]  
[Address of official]

Dear [Honorific and name]:

I am writing to request that you proclaim the month of January as Radon Action Month in [county/city/town and/or state]. Your proclamation would be in conjunction with other cities and states around the country who, in partnership with the U.S. Environmental Protection Agency, are taking the lead in observing National Radon Action Month.

In [area], radon is present at elevated levels in about [X]% of homes (information available from your state radon office).

One in 15 homes across the United States has elevated radon levels. With more than 20,000 deaths each year, radon exposure is the second leading cause of lung cancer deaths in the United States and the number one cause among non-smokers. In light of these concerns, the EPA has designated January as National Radon Action Month. During National Radon Action Month, [organization name], in conjunction with EPA, will strengthen our efforts to educate the public about the dangers of radon and what can be done to minimize the health risk from exposure to elevated levels of indoor radon. As part of our education efforts we will: [insert activities].

I have enclosed a fact sheet that will give you more information about the dangers of exposure to indoor radon. I have also taken the liberty of drafting a sample proclamation for your consideration. We would be truly honored to have your support. Please contact me if you require any additional information. Thank you for your consideration of this request.

Sincerely,

[Your name]  
[Title]  
[Phone number and/or email address]