*IMPORTANT: It is considered best practice to ask your Local President (or other representative) to reach out to the Mayor/city official to invite them to your media event. Fill out the letter template below and provide it to your Local President to use as they see fit. Be sure to coordinate plans thoroughly to ensure you are not duplicating efforts or sending the same letter from both parties.*

[Date]

Dear [Mayor Name OR other City Official name],

I am contacting you on behalf of the [Fire Department name and/or Professional Fire Fighters Association Local ##] to ask for your support in helping us kick off [City]’s annual MDA Fill the Boot® drive by attending, and possibly saying a few words about [the fire fighters and/or this iconic fundraiser] at a special media event on [Date] at [Time] at [Location].

For [number] years, [Fire Department name and/or Professional Fire Fighters Association Local ##] has partnered with MDA to help empower families living with muscular dystrophy, ALS, and related neuromuscular diseases to live longer, more independent lives.

Donations from the 2023 [**City**] Fill the Boot drive help MDA lead the way in accelerating research, advancing care, and advocating for the support of our families. MDA has the largest nationwide network of multidisciplinary Care Centers including [**insert local care center]**. They also support MDA Summer Camp, where kids 8-17 develop life-long skills, friendships, confidence, and independence – all at no cost to their families.

Last year’s Fill the Boot drive raised [more than/ nearly] $[Amount]. This year, we hope to increase that number to [insert new goal]. Hope for a longer, more independent life is now becoming a reality for thousands of families with muscular dystrophy and related diseases. And the pipeline of promise – more life empowering treatments and cures – is growing and creating ever more hope for the millions of children and adults and their families who are at the heart of MDA’s mission and vision.

Those set to attend the event at this time include [*insert all that apply:* members of [Fire Department name and/or Professional Fire Fighters Association Local ##], local MDA families and MDA staff. Members of the [City] media have also been invited to cover the kickoff event for their respective outlets.]

It would be an honor to have you at this event. If you are able to join us, or have any questions, please contact me at [Phone Number] or [email Address]. I look forward to hearing from you soon.

Thank you for your consideration,

[Firefighter Contact Name and Title]