Date

Name

Address  
Address

Dear XXX,

On behalf of the (your organization), I wanted to express my sincere thanks to you for inviting me to speak to your organization.

I am grateful for the opportunity to share with you and your colleagues our story and mission at the (your organization) and our Children’s Advocacy Centers. It is through outreach and educational sessions like this that we are able to communicate our message, thus increasing our ability to assist children who have been sexually and physically abused, and strengthening our efforts to protect communities through early intervention, coordinated investigations and the pursuit of justice.

Should you or anyone with your organization ever need to contact me for any reason, please do not hesitate. I thank you again for allowing me to campaign on behalf of the (organization) as we strive to find ways to help as many families as possible through their most difficult hours.

Sincerely,

XXXX

Executive Director