

**REQUEST MAYOR TO ISSUE EXECUTIVE DECLARATION IN OBSERVANCE OF
OCTOBER, 2021 AS LEARNING DISABILITIES AWARENESS MONTH**

Activity for state affiliates and local chapters which gives them recognition and visibility in the local community.

Call the mayor's office and determine WHO handles executive declarations so your request will go directly to the individual in charge of processing the paper.

This is only a suggested format. Add or subtract or personalize.

The Honorable William S. Smith
Address
City, State, Zip Code

Dear Mayor Smith:

October is **Learning Disabilities Awareness Month**. The Learning Disabilities Association of (State) requests that you declare October as **Learning Disabilities Awareness Month** in the city of City, State. Enclosed please find material explaining our goals and a brief explanation of learning disabilities.

LDAXX is a nonprofit, volunteer organization which is comprised of statewide chapters which offer support and information to parents, professionals, and individuals with learning disabilities. Our organization is active in our area and offers many supports and services to its citizens.

We would appreciate confirmation of our request at an early date as we plan on including this in our press releases sent to newspapers and organizations which will promote Learning Disabilities Awareness Month.

We wish to thank you for your support of our request and will await your early reply.

Sincerely,
President
Chapter Name
Address

Enclosures:
Membership brochure
Newsletter