

## Sample Letter to Government Officials



January 2021

\_\_\_\_\_  
Recipient's name

\_\_\_\_\_  
Title, Organization

\_\_\_\_\_  
Street address

\_\_\_\_\_  
City, State, ZIP code

Dear \_\_\_\_\_:  
name of recipient

As we begin our annual observance of National Catholic Schools Week, we want to express our deep appreciation for all you have done for \_\_\_\_\_  
name of school  
over the past year.

The theme of our celebration is "Catholic Schools: Faith. Excellence. Service." The theme encompasses the core products and values that can be found in Catholic schools across the country. Not only are we teaching students to become future servant leaders, faith-filled disciples and enriched citizens in our communities, educators are growing with them. In Catholic schools, we are all learners, servants and leaders. These shared qualities are what make Catholic schools work. They are what make Catholic schools succeed.

Through the work you have done in your role as a government leader, you have helped us in our mission to offer this educational alternative to the families in our community. We are grateful for your support us as we educate the next generation of community leaders.

Sincerely,

\_\_\_\_\_  
Name and signature of principal, president or other representative