Request Letter Template

1. *Personalize the letter by replacing the [bracketed sections highlighted in yellow] with your name, your story, and the building name.*
2. *Remove the yellow highlighting, and delete the document title and this instructional text (everything above horizontal line).*
3. *Send this letter by following the steps in the “How To Participate” section.*

Dear [name of contact, if you have one, otherwise “To Whom It May Concern”]

I am writing to request your help in raising awareness for International Myotonic Dystrophy Awareness Day on September 15th. Myotonic dystrophy is a genetic neuromuscular disease for which there is currently no treatment or cure. It affects individuals and families right here in our community, along with millions around the world, but it remains relatively unknown by many doctors and the general public alike.

To raise awareness for this important cause, I would like to request that [Building Name] be lit up in green on September 15th. The color green has been chosen to represent Myotonic Dystrophy Awareness Day by a Global Alliance of over 57 organizations dedicated to changing the future of myotonic dystrophy by raising awareness. Lighting up [Building Name] in green would help to bring attention to this important cause, bring hope to those affected by the disease, and ultimately bring us closer to treatments and a cure.

Raising myotonic dystrophy awareness is important to me because [insert your relationship to myotonic dystrophy. Please explain why having this building lit to celebrate International Myotonic Dystrophy Awareness Day would be meaningful to you.]

Thank you so much for taking the time to consider lighting up [Building Name] in green this coming September 15th. This world-wide event is incredibly important to the myotonic dystrophy community, and this small gesture could make a big impact.

Please let me know what I can do to make this request possible. You can reach me at [your contact info]. You can learn more about the awareness day at [www.myotonic.org/international-dm-day](http://www.myotonic.org/international-dm-day).

Thank you very much for considering my request, and I look forward to talking more.

Sincerely,

[Your Name]