*IMPORTANT: It is considered best practice to ask your Fire Chief (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 Fire Chief 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] 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]. We are proud to celebrate 70+ years of raising critical funds to support research, care and advocacy for people living with neuromuscular diseases, and the dedicated fire fighters across the country participating in this program, standing at street intersections and storefronts with their boots in hand to collect donations - one dollar at a time - from generous community members.

For [number] years, [Fire Department name] has joined the movement to help empower families living with muscular dystrophy, ALS, and related neuromuscular diseases to live longer, more independent lives.

Contributions from 2024 [**City**] Fill the Boot drive will fund groundbreaking research for promising treatments and therapies and provide families with the highest quality care from the best doctors and medical teams in the country, including at **[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]. The MDA and fire fighter partnership is a testament to the remarkable results achieved when communities unite for a common purpose. Both groups remain steadfast in our belief that together, we can accelerate progress, advance care, and advocate for access to brighter futures for people living with neuromuscular diseases.

Those set to attend the event at this time include [*insert all that apply:* members of [Fire Department name], 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]