Local Accomplishments LTE Template

Drafted December 11, 2019

**(COALITION/NAME) Reflects on 2019 Accomplishments, Looks Ahead**

Dear Editor,

THE PURPOSE OF THIS LETTER IS TO REFLECT ON SOME OF THE ACCOMPLISHMENTS OF YOUR **NETWORK/COALITION**. SHARE THAT THE END OF THE YEAR IS ALWAYS A GOOD TIME TO THINK BACK ON PAST SUCCESSES, AND LOOK AHEAD TO NEW CHALLENGES, AND ADD THAT’S SOMETHING YOUR GROUP HAS ENJOYED DOING RECENTLY.

GIVE A FEW EXAMPLES OF SUCCESSES YOUR **COALITION/NETWORK** HAS ACHIEVED IN 2019. THIS COULD RANGE FROM PRESENTATIONS GIVEN, WI WINS COMPLIANCE CHECKS PERFORMED, ASSISTING WITH NOTABLE LOCAL POLICIES (**TOBACCO –FREE SCHOOLS, E-CIGARETTE ORDINANCES, ETC.**), PARTNERSHIPS TO ADDRESS DISPARITIES, ETC. WHY ARE YOU PROUD OF THESE ACCOMPLISHMENTS?

FOLLOW THE DISCUSSION OF YOUR GROUP’S ACCOMPLISHMENTS BY TALKING ABOUT SOME OF YOUR ORGANIZATION’S GOALS FOR 2020. WHAT AREAS ARE YOU PRIORITIZING (**PARTNERSHIPS TO ADDRESS DISPARITIES, ADDRESSING YOUTH TOBACCO USE, ETC. – BE SPECIFIC IN YOUR EXAMPLES**).

SHARE THAT **THE NETWORK/COALITION** IS COMMITTED TO REDUCING TOBACCO’S IMPACT ON (**COMMUNITY NAME**). LET READERS KNOW THAT YOU ARE ALWAYS LOOKING FOR NEW MEMBERS TO HELP ACHIEVE YOUR GOALS AND INVITE THEM TO CONTACT THE **COALITION/NETWORK** AT (**URL/SOCIAL MEDIA**) TO LEARN MORE ABOUT PREVENTION EFFORTS IN (**COUNTY/COMMUNITY, ETC**.).

REMIND READERS THAT THE NEW YEAR IS ALSO A GREAT OPPORTUNITY FOR THEM TO IMPROVE THEIR HEALTH BY CALLING 1-800-QUIT NOW (784-8669) FOR FREE HELP TO QUIT TOBACCO PRODUCTS, OR IF THEY’RE ON MEDICAID, TALKING TO THEIR DOCTOR ABOUT THE FREE HELP PROVIDED BY THE MEDICAID BENEFIT.