(Date)

Dear

The week of July 16-22, 2023 has been declared Pretrial, Probation and Parole Supervision Week. Community justice professionals throughout (*your city*) and the nation will join together to celebrate this annual recognition of their vital service to the community. This year’s theme, **Stronger Togethe**r, reminds us that community corrections professionals are the backbone of the judicial system.

A seminar/recognition (*name of event)* will be held (*place date here*) for approximately (*place number here*) pretrial, probation and parole professionals. We are seeking donors to sponsor this event and/or to provide items for door prizes. Your support of this event as an important and vital community partner will be an affirmation of these officers and will be greatly appreciated. Please call or email (*contact person’s name*) at (phone number and email address) if you would like more information or to show your support.

There are more than (*enter number here*) adult and juvenile probation/parole/community supervision professionals in the (*your city*) area. They supervise more than (*place number here*) adult and juvenile offenders in the community. These dedicated officers deliver accountable, humane, effective, and individualized services for offenders, and support, protection, and reparation for victims and the community. (*Your community name here*) is fortunate to have individuals willing to devote their lives to civil service and the community.

Again, thank you for your generosity and for supporting (*your agency name here*). For more information visit [here](http://www.appa-net.org/ppp-supervision-week/index.htm).

Sincerely,