PLACE ON BAND OR FIRE DEPARTMENT LETTER HEAD

[insert Date]

**Re: Fire Prevention Week 2023 School Activities**

Dear [insert Fire Chief’s name],

Fire Prevention Week (FPW) is fast approaching on October 8-14, 2023, and this years’ theme is “Cooking Safety Starts with YOU! Pay Attention to Fire Prevention”.

Cooking fires are the leading cause of home fires and children and elders are most vulnerable. The good news is most of these fires are preventable so this year [insert name of your Fire Department] hopes to reach as many First Nation children as possible with important messages about staying fire safe.

Many of our children attend school off-reserve, in your community, which is why we are reaching out to you today. We are interested in partnering with you to provide educational materials to schools and/or attend schools to do student presentations.

We look forward to hearing from you.

Sincerely,

[ insert your name and contact information]