**Sample Letter Local Media (for Facilities)**

Date

Health Editor *[if print]* or Producer *[if television]*

Media Outlet Name

Street Address

City, State Zip

Dear Mr./Ms. *[insert name of editor or producer]:*

*[Insert name of facility, city, state]* will join the American Nephrology Nurses Association (ANNA) in a nationwide celebration honoring nephrology nurses during “Nephrology Nurses Week,” September 11-17, 2022. ANNA has designated the second full week in September each year as Nephrology Nurses Week to honor the passion and commitment of nephrology nurses who care for patients with kidney disease.

Caring for patients with kidney disease requires nurses to be highly skilled, well educated, and motivated. One of the most diverse nursing specialties practiced today, nephrology nurses care for patients of all ages who have, or are at risk for, kidney disease.

*[Insert name of facility]* will celebrate Nephrology Nurses Week with activities celebrating and honoring nephrology nurses for their life-saving work. These activities include *[list activities and events with a few short details].*

On behalf of *[insert your facility]*, you are invited to cover any and all of these events in *[insert name of media outlet]*, as you feel appropriate.

I also encourage you to help us applaud nephrology nurses and prepare your own story about the nephrology nursing profession, an outstanding nephrology nurse, or a patient willing to share their personal story. I would be happy to serve as a source should you decide to move forward with a story. Please feel free to contact me at the phone numbers or email below.

More information about the work of nephrology nurses and the Nephrology Nurses Week celebration is available at [**www.annanurse.org/NNW**](http://www.annanurse.org/NNW).

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Your name

Your title

Your telephone numbers – weekdays and weekends

Your email