[Your Name]

[Street Address]

[City, St Zip]

[Optional – Email Address]

September 20, 2019

[Name of Recipient]

[Title]

[Company]

[Address]

[City, St Zip]

Dear [Name of Recipient],

As a health and safety educator, I care about the wellbeing of my community. It’s why I’m excited to announce that [name of your business] is now offering Safe@Home by Safe Sitter, Inc. [Name of your business] is available to teach classes at your facility at your request to meet the growing need for home alone safety classes.

Safe@Home is a 90-minute program designed for students in grades 4-6 to prepare them to be safe when they are home alone. Students learn how to practice safe habits, how to prevent unsafe situations, and what to do when faced with dangers such as power failures or weather emergencies. Students are also introduced to the Safe Sitter® First Aid Chart and learn a system to help them assess and respond to injuries.

For more information about [your organization], contact [your name] at [your phone number].I will be happy to discuss scheduling these beneficial classes at your organization as part of your program offerings.

For more information about the Safe Sitter® organization, contact National Headquarters at 317.596.5001 or visit [safesitter.org](http://www.safesitter.org).

Sincerely,

[Your Name]