**[Date]**

**[YourName]  
[Institution]  
[Address]  
[City, State Zip]**

Dear [**Contact at Community Business**],

I am writing you to today to invite you to join **[Institution]** and show support for the women of [**City]** community. On **[Date] from [Times]**, **[Institution]** will be hosting our **[1st/2nd/3rd/etc.]** annual See, Test & Treat® program at **[Address].**

At this program, we will be providing FREE breast and cervical cancer screenings with same day results to more than **[target number]** uninsured and underinsured women in the [**City**] community, along with **[any other key services**]. Furthermore, any women who are in need follow-up care will be connected with it immediately. (If applicable: Last year we provided \_\_ patients with free breast and cervical cancer screenings and connected \_\_ patients to follow up care and treatment)

This program, which will be staffed by over **[number]** volunteers from **[Institution]**, aims to provide local **[City]** women with cancer screening services, education and a connection to care to better enable them to care for their own health and that of their families.

The services provided at See, Test & Treat are completely free and led by volunteer medical staff- therefore we need your help to make our efforts go even further! All program supporters will be recognized via [insert how they will be acknowledged]. Here is how **[Business]** can help (NOTE TO PROGRAM: Please evaluate these asks and choose those that are most appropriate for the business that you are approaching). :

* + Spread the word to your customers, employees and network about the program – we have attached a copy of our See, Test &Treat flyer to this letter
  + Patients will be onsite for 2 to 3 hours waiting for screening results and would benefit from learning about area resources, having refreshments, healthy snacks and/or lunch. Consider participating our See, Test & Treat health fair, and/or donating food, gift cards, giveaways, services or educational items that support a healthy lifestyle.
  + Sponsor our program monetarily with a tax-deductible gift. Any funding would be used to directly support the program, encouraging women attending to continue seeking preventative services in order to support a healthy lifestyle.
  + Provide volunteers for the program- we are seeking individuals who can **[anything you are seeking volunteers for].**

We hope that **[Business]** will support the See, Test & Treat program as we aim to improve breast and cervical cancer screening rates in the **[City]** Community. Please contact me at [**email and number**] for more information.

Thank you again!  
Sincerely,