

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[School's Name]

[School's Address]

Dear [Recipient's Name],

Subject: Lung Cancer Awareness Month

As we approach Lung Cancer Awareness Month in [Month], I would like to take this opportunity to raise awareness about this significant health issue that affects so many individuals and families. Our school has always been committed to promoting health education, and this month provides a perfect platform to engage our students and community in learning more about lung cancer and its impact.

Throughout [Month], we propose a series of activities and initiatives that include:

- **Educational Workshops:** Inviting healthcare professionals to talk about prevention, early detection, and the importance of healthy lifestyle choices.
- **Awareness Campaigns:** Creating posters and informational materials to be displayed throughout the school, educating students on the risks and signs of lung cancer.
- **Fundraising Events:** Organizing a [example: "Walk for a Cause"] to support lung cancer research and support services for affected families. We encourage the involvement of both students and staff in these activities, fostering a collective effort to raise awareness and support for those affected by lung cancer. We can also collaborate with local healthcare organizations to provide resources and support for our initiatives.

Thank you for considering this important cause. Let's work together to make a difference in our community by promoting lung cancer awareness. Please feel free to reach out to me at [your contact information] to discuss how we can implement these ideas effectively.

Sincerely,

[Your Name]

[Your Position]

[School's Name]

[Your Contact Information]

[Optional: School Website]

[Enclosure: Lung Cancer Awareness Resource List]