SAMPLE LETTER TO POTENTIAL STAKEHOLDERS

<Your Name/Organization>

<Your Address>

<Date>

Dear <Name>:

**Re: Elder abuse in our community**

You may be aware elder abuse is a problem impacting many communities, including our own. It often occurs in private settings and involves sensitive personal relationships. Sadly, many cases of elder abuse go unreported. Elder abuse is terribly damaging, not only to the victims and their families, but also to the entire community. While there are some programs and services in the community, we know there are gaps. The good news is elder abuse can be prevented, reduced and addressed. Through a coordinated approach, programs and services can effectively utilize funding and resources to enhance responsiveness and benefits to assist seniors.

An approach finding success in other communities is a Coordinated Community Response to elder abuse. Our organization is interested in this process and we would like to engage with other individuals and organizations.

We believe your participation would be invaluable, and are hoping you and/or your organization would be willing to meet with us, and others, to discuss the possibility of developing a coordinated response to elder abuse in our community.

The meeting will take place on <date> from <start time> to <end time>. It will be held at <location>. Light refreshments will be available. If you could RSVP to <contact name> at <contact number/email>, it would be most appreciated.

We hope you can make some time to partake in this discussion. We are excited about what this could mean for those impacted by elder abuse and for the entire community.

Sincerely,

<Name>

<Organization>