

INTRODUCTORY AND THANK-YOU LETTERS FOR PSA PLACEMENT

Date

First and Last Name, Position Title

Organization Name

Address

City, State Zip Code

**Feel free
to modify
this sample
letter
as needed.**

Dear Public Services Director [use the person's name and title, when this information is known]:

We are writing to request that you air Narcotics Anonymous public service announcements. We have identified your radio station as one which may have a segment of your audience that would benefit from the information provided in those announcements.

NA is a multilingual, multicultural self-help organization. In 2012, there were more than 61,800 meetings in 129 countries speaking more than 77 languages. During our nearly 60 years as an organization, NA has developed, and translated into various languages, literature that helps guide addicts through their recovery and drug-free life.

NA is a member-driven organization that holds recovery meetings within your station's area on a regular basis. There are no dues or fees for membership. We believe that drug addiction is a grave concern, and we are here to help people to recover.

Community awareness of the services we provide is the primary purpose of this correspondence. We hope you will help us by airing our thirty (30) second public service announcements. We will be happy to provide you with proof of our status as a nonprofit organization upon request. [This only applies if you have some legal status.] We can be reached through our regional/area service telephone number: _____, or through our helpline number: _____. In either case, please leave a message for our public relations coordinator, _____.

Thank you for your assistance.

Sincerely,

Contact name

Committee

Phone number



Print this sample letter on your service body's letterhead or include your complete return address and contact information.