<letterhead>

Dear :

I am writing to you today to let you know that we have added another presentation to our Community Speaker’s Program. This program is our way to support the various organizations in this community by offering special programs which we are prepared to present to your group, free of charge.

The goal of these presentations is to inform, educate (and even entertain) the public about death and grief. If you have a subject that you would like to have specifically prepared just let us know what you would like. All we ask is that you give us a little time to put everything together.

This month's presentation is the very interesting subject of The Cocoanut Grove Fire. A lot of people have heard about the fire many don't know that it was also the catalyst for the first scholarly research project into the world of human grief.

In the presentation we are going to cover the facts about the fire plus share and discuss Dr. Lindemann's *7 Symptoms of Acute Grief* and Dr. Jackson's *5 Steps for Helping the Bereaved*.

Our funeral home will furnish all the materials. Each program is in the PowerPoint format which means easy preparation and implementation for both you and for us. We will also provide you with a promotional flyer to help get the word out to your group about this program.

I truly hope that you will give us the opportunity to share this fascinating program with your group. I feel very confident that you and your group will not be bored and will actually find this time well spent.

If you have any questions please call me personally at <Phone Number>. I know you and your great group of people will not be disappointed.

Sincerely,

<Name>