



[Date]

Carrie Nie  
Safe Communities America  
1121 Spring Lake Drive  
Itasca, IL 60143

Dear Ms. Nie,

Please accept this letter as notification that [Community Name] intends to apply for the Safe Communities America accreditation. We are committed to collaborating with local partners and enhancing safety efforts in our community. Safe Communities America provides us with the model to accomplish this effectively.

The [name of coalition] held its first meeting on [date] and the group has overwhelmingly approved moving forward with the Safe Communities America accreditation. We look forward to working with you, learning from other accredited Safe Communities and strengthening our efforts to keep our community safe and healthy.

[Share some information of the work that has already been accomplished by this group]

Our coalition will be led by [name or person, name of organization, contact information] and [name or person, name of organization, contact information]. If you have any questions, don't hesitate to contact our coalition leaders.

Sincerely,

[signed by mayor, or similar official)