



DATE

[RECIPIENT NAME]
[RECIPIENT TITLE]
[RECIPIENT ADDRESS]
[RECIPIENT ADDRESS]

Dear [RECIPIENT]:

The National Association of Women in Construction (NAWIC) will celebrate the 26th Annual Women in Construction (WIC) Week March 3-9, 2024. NAWIC's mission is to enhance the success of women in the construction industry.

The focus of WIC Week is to highlight women as a visible component of the construction industry. It is also a time for local chapters to give back to their communities. WIC Week provides an occasion for NAWIC's thousands of members across the country to raise awareness of the opportunities available for women in the construction industry and to emphasize the growing role of women in the industry.

Our Chapter, [CHAPTER NAME/NUMBER], would like to ask that the [PUBLIC OFFICIAL (MAYOR/GOVERNOR)] provide a proclamation for our Chapter and declare March 3-9, 2024, Women in Construction Week within the [STATE/TOWN/CITY NAME]. I have attached a sample proclamation form for your use.

If you should have any questions about this request, please contact me at the contact information provided below.

Respectfully submitted,

[NAME, TITLE (IF APPLICABLE)]
[NAWIC CHAPTER/NUMBER]
[CONTACT INFORMATION]