[DATE]

[YOUR NAME]

[TITLE/POSITION (optional)]

[ORGANIZATION/BUSINESS (optional)]

[ADDRESS (City/Town, ON Postal Code)]

Dear [RECIPIENT NAME],

May is Community Living Month, a province-wide annual awareness campaign created to promote true inclusion for people who have an intellectual disability and their families. This year, Toronto’s CN Tower will be helping to promote Community Living Month by lighting up in **blue** and **green** (the official colours of the Community Living movement) on **May 1st** as part of Community Living Ontario’s ***Shine a Light on Community Living*** initiative.

This year, Community Living Ontario is encouraging other communities to invite their local landmarks to participate. As a member of the [CITY/TOWN] community who believes strongly in the Community Living movement, [I or ORGANIZATION/BUSINESS] [am/are] inviting [LOCAL BUILDING/LANDMARK] to shine a light, raise awareness and celebrate with us. **Join us on May 1st or another date in May** and change your building or landmark’s exterior lights to blue and green in support of the Community Living movement.

Together, we can create a powerful example of inclusion that will shine not only in our community, but throughout many others around the province.

Will you join us this year? If so, please let me know so we can promote your participation.

We thank you in advance for your time and consideration. If you have any questions about this special month, visit [CommunityLivingOntario.ca](http://communitylivingontario.ca/) or contact me via the information shown below.

Sincerely,

[YOUR NAME]

[TITLE/POSITION (optional)]

[ORGANIZATION/BUSINESS (optional)]

[PHONE NUMBER (optional)]

[EMAIL ADDRESS (optional)]

More information: Founded in 1953, Community Living Ontario is a nonprofit leader providing a provincial voice for people who have an intellectual disability, their families, friends, and support providers across Ontario. Today, they proudly advocate on behalf of more than 100,000 people while championing the inclusion efforts of over 100 member organizations.