Month Day, Year

Governor's Proclamation Committee Office of the Governor Building Name Street Address or Mailing Address City, State Zip

Dear Proclamation Committee Members:

On behalf of [Name of Your Institution], I request that the Governor sign a Proclamation declaring April 2008 Student Employment Month in the State of [Your State's Name]. Receiving the completed proclamation by February 15, 2008 will allow us to meet publishing deadlines.

Our campus employs over [# of student employees] student employees each year through State Work Study, Federal Work Study, and other student employment resources. We promote student employment as an educational factor in the development of effective and productive citizens, and as an economic factor in providing financial support for students in higher education. Many student employees pay for a significant portion of their college expenses through work opportunities, thus reducing the debt burden common among college graduates today. [Name of Your Institution] looks forward to honoring student employees with the State of Washington Proclamation.

Please send the completed Proclamation to: Your Name Your Institution's Name Mailing Address City, State Zip Email Address

Thank you for your consideration of this worthwhile event. If you require additional information, please feel free to contact me at (xxx) xxx-xxxx.

Sincerely,

Your Name, Job Title