**Sample Letter for Proclamation Request**

**The Honorable /GovernorMayor
City Hall
City, State**

Dear **[Mayor/Governor insert last name]:**

I am writing on behalf of the American Payroll Association to seek your support for a Payroll Week in **[fill in City, State].** We believe the designation of the week in which Labor Day occurs as Payroll Week would go far to recognize the important contributions of the citizens who work to support the American Dream and highlight the partnership between taxpayers and payroll professionals.

The American Payroll Association represents **[Insert approximate number here]** residents in our state and [**Insert approximate number here]** businesses. Needless to say these taxpayers and businesses contribute millions of dollars to the state and federal treasuries through payroll taxes each year. These taxes include both federal and state withholding, which go toward important civic projects, including roads, schools and parks. Taxpayers and payroll professionals are also partners in supporting the social security and Medicare systems. In addition, companies are now playing an increasingly important role in the enforcement of child support laws by calculating and deducting child support payments from workers' pay.

Enclosed is sample language for a proclamation which I believe captures the spirit of Payroll Week. I would, however, be happy to work with you or your staff to refine the language of the proclamation. I would also be interested in discussing additional projects for Payroll Week with your staff and participating in any project that can help improve the public's understanding of issues related to our payroll and tax systems.

I look forward to hearing from you and your staff in the near future. Please feel free to contact either me at **[your phone here]** or **[provide e-mail address here].**

Sincerely,

**[your name]
[your title]**

Enclosures