

TEMPLATES 1-LETTER TO CHURCHES

DATE
SENDER

Dear Father NAME and CHURCH **CONTACT NAME**:

Annual mammography reduces breast cancer deaths by 30%. However, the mammography rate for Latinas in REGION is xx% lower than for non-Latinas.

Last month you received a letter from XXXXXXXXX (Hispanic Ministry for the Archdiocese of XXXX) encouraging your participation in a project conducted by the XXXXXX: the **XXXXXX Project**. This FUNDING AGENCY funded project aims at increasing mammography utilization among Latinas in REGION.

We are pleased at the interest expressed by churches in the REGION Archdiocese. The purpose of this follow-up letter is to provide you with materials to kick off the educational campaign in your church. Enclosed you will find a toolkit that includes educational materials created by the AGENCY and a unit for display of the materials. We gratefully request that you publish a short announcement (to be printed in Spanish and/or English) in your church bulletin, describing the **XXXXXX Project** sometime during the month of March. We have enclosed a suggestion message as camera-ready art for your convenience. We would also encourage you to briefly mention the **XXXXXX Project** at the end of your services during the week the announcement appears. We will ask you to print a similar announcement two more times over the next nine-month period and will provide similar sample messages.

We ask that you display the material in a visible spot, accessible to your female members. You will notice that the posters, brochures and bookmarks are printed in both Spanish and English and are designed to provide sensitive educational messages on this important health issue. We have enclosed order forms for additional materials available to you at no cost. We will be checking with you periodically to ensure that you have adequate supplies of these materials.

Your participation is very important to the success of the project and may mean so much to the health of women in your church community. We know your time and staff resources may be limited, therefore we will do everything possible to make it easy for your church to be successful partners in this effort.

Please indicate your willingness to assist us with the three brief, quarterly church bulletin announcements and continuous display of materials during the next year on the enclosed response form. Please return the response form, by fax or in the postage-paid envelope, as soon as possible but no later than DATE. If you have questions, or need further information, please feel free to call PROJECT MANAGER at PHONE NUMBER. Thank you so much for your support and assistance.

Sincerely,

PRINCIPAL INVESTIGATOR
AGENCY

PROJECT MANAGER

Comment [as1]: It is important to determine who is the best contact at each church (parish secretary, a volunteer, parish nurse, etc). This is usually better accomplished through a personal call to the parish.

Comment [as2]: Update with most recent statistic. The Susan G. Komen Breast Cancer Foundation, the Centers for Disease Control and Prevention and the American Cancer Society websites all have up to date statistics. It is important to acknowledge the source of your data in your letter to gain credibility.

2-LETTER TO CHURCHES

DATE
SENDER

Dear Father NAME and CHURCH CONTACT:

We are writing to you to ask for your support for the second phase of the **XXXXXX Project**. The **XXXXXX Project**, conducted by the AGENCY, educates Latinas about breast cancer screening through annual mammograms. We know that Latinas deeply trust their churches and what their priest say. Therefore, the **XXXXXX Project** has partnered with the churches in REGION to educate Latinas about mammograms.

A mammogram is a painless, harmless x-ray exam of the breasts that dramatically reduces breast cancer deaths when done regularly. Latinas, however, greatly underutilize this life-saving test. Over NUMBER OF CHURCHES churches in REGION have been participating since DATE by displaying educational materials, publishing short messages in their bulletins and making pulpit announcements encouraging women over 40 years of age to get mammograms. Thanks to your support and of all other participating churches in REGION, the **XXXXXX Project** can report that the number of Latinas getting breast cancer screening is increasing all over the state.

Last XXXXX you received a letter from NAME (Hispanic Ministry of the REGION Archdiocese) encouraging your continued participation in the **Tepeyac Project**. The purpose of this follow-up letter is to provide you with new materials to continue the educational campaign in your church. **These materials were locally developed with intense feedback from the community. The Latinos portrayed in the educational brochures live in our community and participate as lay educators in the project.** We ask that you display the material in a visible spot, accessible to your female members. We have enclosed order forms for free additional materials and will be checking with you periodically to ensure that you have adequate supplies of these materials.

Comment [as3]: Include these last two sentences if appropriate

We gratefully request that you publish a short announcement (in Spanish and/or English) in your church bulletin, encouraging women to get annual mammograms. We will ask you to publish this message again two more times over the year of XXXX. We have enclosed a suggestion message as camera-ready art for your convenience. We would also encourage you to repeatedly encourage the women in your parish to obtain mammograms or ask their doctors about it. Studies have shown clearly that the word of the priest has an incredible power in convincing women of the need to take care of their health.

Your participation is crucial to the success of the project and may mean so much to the health of women in your church community. We know your time and staff resources may be limited, therefore we will do everything possible to make it easy for your church to be successful partners in this effort.

Please indicate your willingness to assist us with the church bulletin announcements and continuous display of materials during the YEAR on the enclosed response form. Please return the response form, by fax or in the postage-paid envelope, as soon as possible. If you have questions, or need further information, please feel free to call PROJECT MANAGER at PHONE NUMBER. Thank you so much for your support and assistance.

Sincerely,

PRINCIPAL INVESTIGATOR
AGENCY

PROJECT MANAGER