



Instructions for Letter to Community Organizations

As part of your outreach efforts, consider letting community organizations know about your participation in the National Memory Screening Program. Ideally, these organizations will share this information with their clients, staff, friends, family and other community members.

We have prepared a letter that you can personalize and send out (below). Feel free to use the letter as is, edit it to fit your needs or craft your own letter.

Personalize the letter to community organizations by filling in the underlined sections. Transfer the letter to your organization's letterhead or leave it on this stationary.

E-mail, fax or mail the letter to community organizations and other interested parties, such as:

- The Chamber of Commerce
- Rotary clubs
- Libraries
- Houses of worship
- Senior centers
- YM and YWCAs
- Long-term care facilities
- Hospitals, clinics
- AARP chapters
- Major employers
- Area Agency on Aging
- Local government agencies

Consider sending this letter out about six weeks prior to your event.



Date

Dear Friend,

We are writing to let you know about an important event that will be taking place in our community. **We will be offering free, confidential memory screenings to the public on date of event, as part of the Alzheimer's Foundation of America's National Memory Screening Program.**

We would appreciate your support in helping us spread the word to your clients, friends and family about this event. Following is some background on the program:

- AFA's National Memory Screening Program provides free, confidential memory screenings to individuals concerned about memory problems or who want to check their memory now and for future comparisons. Screenings are held nationwide and in **city, organization name** will offer screenings on **date** from **times** at **location**.
- Qualified healthcare professionals administer the face-to-face memory screening, which lasts approximately 10 minutes and consists of a series of questions and tasks designed to gauge memory, language skills and other intellectual functions.
- A memory screening is *not* used to diagnose any particular illness and does *not* replace consultation with a physician; however, it is an important first step toward finding out if an individual may have a memory problem. Individuals who score below the normal threshold, or who still have concerns about their memory, are advised to follow up with their physician for a thorough evaluation.
- Some memory problems can be readily treated, such as those caused by vitamin deficiencies or thyroid problems. Other memory problems might result from conditions such as Alzheimer's that currently are not reversible.
- Early diagnosis of Alzheimer's disease enables individuals to obtain treatment and services and make legal and financial decisions that can improve quality of life.
- We will also distribute educational materials on brain health and Alzheimer's disease at the event.

Thank you for your consideration. Together, we can raise awareness of Alzheimer's disease and related illnesses, and change the face of care. For more information, please visit **<http://nationalmemoryscreening.org/>** or call us at **phone number**.

Best,
Name
Title