



Instructions for Letter to Community Organizations

As part of your outreach efforts, consider letting community organizations know about your memory screening event and encourage them to help spread the word about this free service to the people they serve.

Included here is a sample letter that you can personalize and send out (below). Feel free to use the letter as is, edit it to fit your needs or create your own letter.

Personalize the letter to community organizations by filling in the underlined sections. Transfer the letter to your organization's letterhead.

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

- Senior centers and community centers
- Libraries
- Houses of worship
- YMCA/YWCAs
- Civic organizations
- AARP chapters
- Area Agency on Aging
- Local government agencies
- The Chamber of Commerce/local businesses
- Rotary clubs
- Long-term care facilities
- Hospitals/clinics
- Doctors' offices

If you have any questions or need additional assistance, please contact AFA at 866-232-8484.



Date

Dear Friend,

We are writing to let you know that **organization name** will offer **offering free, confidential memory screenings to the public** on **date** from **times** at **location**. This is a part of the Alzheimer's Foundation of America's (AFA) National Memory Screening Program.

We would appreciate you sharing this information with the people you serve, so that they can take advantage of this free service. The following is some background on the program:

- AFA's National Memory Screening Program provides free, confidential memory screenings administered by qualified health care professionals.
- Memory screenings consist of a series of questions and tasks designed to gauge memory, language skills and other intellectual functions. They take approximately 10 minutes, making it easy and convenient for individuals to be screened.
- 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.
- Early diagnosis of Alzheimer's disease or other conditions which can cause memory loss enable individuals to obtain treatment and services and make legal and financial decisions that can improve quality of life.
- The program is open to anyone, whether there is a memory concern, risk for dementia, or he/she just wants to see how their memory is now as a baseline for future comparisons. There are no age or insurance requirements to get screened.

Together, we can raise awareness of Alzheimer's disease and related illnesses, and change the face of care. For more information about our event, please call us at **phone number**. If you would like to learn more about the Alzheimer's Foundation of America's National Memory Screening Program, please visit www.alzfdn.org or call **(866) 232-8484**. Thank you for your consideration.

Sincerely,

Name
Title