### Template invitation letter to your organization’s Chief Nursing Officer

**[Date]** **[Organization address]**

**Re: *Take Your MPP To Work™* 2017**

Dear **[insert name of Chief Nursing Officer],**

This year, Nursing Week runs from **May 8 - May 14, 2017**. This annual event marks the birthday of Florence Nightingale and is an opportunity to recognize and celebrate the many contributions nurses make in our communities. Throughout this week, registered nurses (RN), nurse practitioners (NP), and nursing students will be honoured in a myriad of ways, illustrating the integral role nurses play in the delivery of health care in Ontario.

The roots of ***Take Your MPP To Work*** go back to 2000. It has been a part of Nursing Week celebrations since 2001, when the Registered Nurses’ Association of Ontario (RNAO) invited the three political party leaders to go to work with a RN to see firsthand the skills and expertise required to provide important health-care services to Ontarians. Since that time, ***TYMTW*** has grown to become an important annual political engagement event for RNAO members and MPPs alike. Premiers, Cabinet Ministers, Opposition Leaders and numerous MPPs, have gone to work with RNs and NPs in hospitals, community health centres, family health teams, nurse practitioner-led clinics, long-term care homes, public health units, post-secondary institutions, and even street health settings. This on-the-job experience has given politicians a unique opportunity to better understand the breadth and depth of nursing practice and the challenges and opportunities of providing health care across diverse practice settings.

This Nursing Week, we hope to invite **[insert name of MPP]** to visit **[insert name of organization**] on **[insert tentative date and time]** and are requesting your permission to do so. Our hope is that this visit will provide **[insert name of MPP**] with a window into the working world of nursing. Such a visit would also provide [**name of organization**] with an opportunity to showcase the integral role played by RNs and NPs in delivering important health care services in our community.

I **[or name of another nurse or both names]** look forward to your reply concerning this request. I can be contacted at **[insert email or phone or both]**. I am organizing this visit in consultation with RNAO. Should you have any questions, please feel free to contact Annie Ytterberg at aytterberg@RNAO.ca.

I hope **[insert name of organization]** will join with us and help **[insert name of MPP]** to recognize the vital role of nursing in **[insert name of organization]** and the community.

 Kind regards,

[Your name, credentials and position within RNAO and within the requested organization if any]

cc: Contact person in your organization
 Your RNAO Chapter President
 Your RNAO Board Member
 Annie Ytterberg, RNAO Home Office