**[Name and address of sender]**

**[Date]**

Susan C. Reinhard, PhD, RN, FAAN

Senior Vice President, AARP Public Policy Institute

Chief Strategist, Center to Champion Nursing in America

601 E Street NW

Washington, DC20049

Dear Dr. Reinhard:

This letter is to formally notify you of a leadership change occurring with the [**State**] Action Coalition.

Effective [**date**], [**Organization being removed as co-lead**] will no longer serve as the Action Coalition’s [**nursing/non-nursing?]** co-lead organization for the [**State**] Action Coalition. [**Organization being added as new co-lead**] will assume the role as the new [**nursing/non-nursing?**] co-lead organization for the [**State**] Action Coalition. [**Name and title of new co-lead(s)**] will assume the primary leadership role for the coalition on behalf of [**Organization being added as new co-lead**]. [**His/Her/Their**] contact info is:

Full name:

Title:

Organization:

Phone number (work):

E-mail address:

[**Remaining co-lead organization**] remains as the [**State**] Action Coalition’s [**nursing/non-nursing?**] co-lead organization and [**Name of remaining co lead(s)**] will continue in [**his/her/their?**] role as Co-Leader**[s].**

Sincerely,

**[Name]**

**[Title]**