**[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**], a leadership change will occur within [**organization**], which serves as the Action Coalition’s [**nursing/non-nursing?**] co-lead organization. [**Full** **name of new co-lead**] will assume the position of new co-lead, which was previously filled by [**Full name of old co-lead**]. We are excited to have [**Name of new co-lead**] join us in this important work. [**His/Her**] contact information is listed below.

Full name:

Title:

Organization:

Phone number (work):

E-mail address:

[**Remaining co-lead organization**] will remain 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-lead**[s]**.

Sincerely,

**[Name]**

**[Title]**