**NPPA Letter of Request Template for Members to Add their Name/Facility & City Mayor Info, to Send to Mayor via Email or U.S. Mail, for Proclamation of Pharmacy Buyer Day**

(Then ***delete*** this instructional portion after reading all, before sending)

* **INSERT FACILITY LETTERHEAD/LOGO HERE** (or leave blank)
* **ATTACH FILE:**  Word doc Template of the Proclamation supplied by NPPA, edited slightly to show your name & facility filled in towards bottom in Red Color (where noted “To Insert” such); then change to Black Color there.
* **SUBJECT LINE:** Proclamation Request for Oct. 20, 2017, Pharmacy Buyer Day
* **ADDRESS & ATTENTION TO:** adjust to show your city’s mayoral office address and Mayor’s name (where shown in Red Color for now); then change to Black Color when completed before sending.
* **SIGNATURE:** adjust to show your name, title, facility, address, phone, and website (as shown in Red Color for now); then change to Black color or your preferred color if sending via email.
* **MARGINS:** if sending via U.S. mail, after remove instructional portion here, adjust margins at top & bottom as needed, if attempting to make fit on 1 page (or just send as a 2-pager). Not applicable if sending via email.

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The City of San Diego

Office of Mayor Kevin Faulconer

Attn: Protocol Office

202 C Street, 11th Floor

San Diego, CA 92101

To Office of Protocol & Kevin Faulconer, San Diego Mayor:

As a member of the National Pharmacy Purchasing Association (NPPA), I am writing to ask that you join NPPA and my fellow members from across the country, in declaring this October 20, 2017 as: "National Pharmacy Buyer Day" *(as NPPA in the City of San Diego has also now done).*

**Attached find our Proclamation language for this year** (in a Word document), for your review & use in adjusting to add your official city stamp of approval and signature.

National Pharmacy Buyer Day was established by our organization in 2005, and is a collaborative effort by institutional Pharmacy Buyers across the country, to recognize the important work done by these individuals. It is a time to focus on the importance of the individuals who bridge the gap between the Art of Pharmacy and the Business of Pharmacy. I sincerely hope that you will be willing to declare Friday October 20, 2017 as Pharmacy Buyer Day.

The mission of NPPA is to:

* Promote the Profession of Pharmacy Purchasing;
* Provide Specific and Enhanced Educational Opportunities for the Pharmacy Buyer;
* Provide a Unified Voice for the Professional Pharmacy Buyer;
* Affirm Pharmacy Purchasing as a unique and important specialty within the Pharmacy Profession;
* Affirm that Pharmacy Purchasing is an important aspect of Total Patient Care.

FYI, this Proclamation is next also being published in a slightly different “blank/template” form, to our membership throughout the country via our NPPA website, requesting they also contact their city's respective Mayors in this regard.

For more information about NPPA, the Association I belong to, visit their website’s home page: [www.PharmacyPurchasing.com](http://www.PharmacyPurchasing.com), and see the more specific web pages [About NPPA](http://www.pharmacypurchasing.com/about-nppa/) and [Pharmacy Buyer Day Information](http://www.pharmacypurchasing.com/pharmacy-buyer-day-information/) *(under main “Resources” menu).*

Thank you for your time & attention.

Sincerely,

***<Jane Doe>***

Jane Doe, Pharmacy Buyer

Memorial Hospital

123 A Street

San Diego, CA 92117

858-521-1212

www.memorialsd.com

Member of the National Pharmacy Purchasing Association (NPPA)