**Template Letter**

The purpose of the letter is to thank your local retailers for the work they are doing with their alcohol retail stores.

**Instructions**

* You can change the bullets in the letter based on your observation/assessment of the store.
* Print the letter on your coalition letterhead.
* The letter should be signed by your coalition chair.
* Provide materials regarding underage drinking.
* The letter can be delivered by you or a coalition member or you can mail it to the business.
* If you would like the Division of Behavioral Health and Recovery (DBHR) to also send a letter to your local retailer, Please notify Beatriz Mendez at [Beatriz.mendez@dshs.wa.gov](mailto:Beatriz.mendez@dshs.wa.gov) or 360-725-9984.

[Letter head]

[Date]

Dear Store Owner/Manager: [add a name]

As a member of the [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] community/coalition, I want to take the opportunity to thank you for the action you have taken to improve the health of our neighborhood. Our coalition goal/mission is [ ].

We recognize the value neighborhood stores play in the lives of the community members. Thank you obeying the law and for taking the following significant steps: [you may change the bullets based on your observation/assessment of the store]

* Always checking identification before selling alcohol to ensure that your customers are of legal age to purchase.
* Adhering to the four outside sign limit. WAC 314-52-070

Thank you for voluntarily implementing strategies which drive down youth access to alcohol and prevent theft:

* Placing alcohol products away from the entrances/exits and securing it so it is not easily stolen.
* Placing alcohol products in a different section of the store away from the candy and soft drinks.
* Limiting or eliminating advertising of alcohol, both inside and on the outside of the store.

We thank you in advance for your partnership in helping create a happy and healthier environment.

Sincerely,

cc Beatriz Mendez, EUDL Coordinator with Division of Behavioral Health and Recovery (DBHR)