**Sample Emails for Writing to Municipal Elected Officials**

**Official Flag-Raising Ceremonies Across Quebec**

Below you’ll find two sample emails that can be used to reach out to local officials and suggest that they host a flag-raising ceremony in your city or town in conjunction with Early Childhood Week in November.

All you have to do now is add the requested information where indicated in square backets and then send it to your mayor and/or councillor(s).

A list of all the municipal administrations in the province can be found [here](https://www.donneesquebec.ca/recherche/dataset/repertoire-des-municipalites-du-quebec) to help you get your message to the right people.

**Sample email for members of the public**

Subject: 10th annual Early Childhood Week flag-raising ceremony

Dear. Mr. or Ms. [Last name of the mayor or councillor you are writing to],

I am writing to suggest that [Name of municipality] take part in the 10th annual Early Childhood Week, beginning on November 17, 2025, and support a wonderful initiative led by the Collectif petite enfance (the organizers of Early Childhood Week) in collaboration with Espace MUNI.

To kick off the week’s activities, cities and towns across the province are invited to raise the official Early Childhood Week flag on November 17. If we were to hold a ceremony here, it would publicly emphasize our collective commitment to children’s development and well-being.

I sincerely hope that [Name of municipality] will choose to participate in this symbolic gesture and show our support for young children and their families.

To confirm that [Name of municipality] will be holding a flag-raising ceremony or to obtain additional information, you can go to the [Collectif petite enfance website](https://collectifpetiteenfance.com/en) or send an email to [c.blain@collectifpetiteenfance.com](mailto:c.blain@collectifpetiteenfance.com).

Thank you for considering joining the over 430 municipalities in Quebec that raised the Early Childhood Week flag last year.

Sincerely,

[*Your signature*]

[Your first and last name]  
A proud resident of [Name of municipality]

**Sample email for partners and other organizations**

Subject: Invitation to hold an Early Childhood Week flag-raising ceremony

Dear. Mr./Ms. [Last name of the mayor or councillor you are writing to],

As [pick one: an organization/a partner/an advocate] dedicated to supporting early childhood development, I would like to invite you to be part of a symbolic and impactful gesture to emphasize our collective commitment to the children aged five and under in our community.

Monday, November 17, is the official kickoff of 2025 Early Childhood Week, which is celebrating its 10th anniversary this year. To mark the occasion, cities and towns across Quebec are invited to participate in a municipal flag-raising ceremony, an initiative being coordinated for the third year in a row by the Collectif petite enfance (the organizers of Early Childhood Week) and Espace MUNI.

By flying the official Early Childhood Week flag, our municipality will be showing that we believe in making young children a top priority and in providing them with an environment that is conducive to their development and well-being.

I sincerely hope that [Name of municipality] will join this movement and proudly raise the Early Childhood Week flag on November 17, alongside hundreds of other Quebec communities.

To confirm that [Name of municipality] will be holding a flag-raising ceremony or to obtain additional information, go to the [Collectif petite enfance website](https://collectifpetiteenfance.com/en) or send an email to [c.blain@collectifpetiteenfance.com](mailto:c.blain@collectifpetiteenfance.com).

Thank you from the bottom of my heart for your consideration. Your support means the world to the young children in our community and the families who love them.

Warmest regards,

[*Your signature*]

[Your first and last name]  
A proud resident of [Name of municipality]