**Sample Letter**

*[Date]*

*[Name of the Reader: Inside the institution leadership, outside the institution leadership - ministry/council or professional organization]*

*[Title of the Reader (if he/she has one)]*

*[Address of the Reader]*

I would like to request a meeting to discuss the importance of integrating wheelchair service education in [*insert rehabilitation profession and/or program*].

[*Insert the number of people that equals 1% of your context population*] in [*Insert the name of your city/region/country*] require a wheelchair to fully participate in our community. The World Health Organization estimates that the gap in access is immense with only [*calculate 5-10% of your context 1% of the population*] having the wheelchair that they need. A key contributing factor to this problem is the lack of appropriately trained [*insert the profession]* in wheelchair service according to international education standards and service guidelines. The [*choose the profession’s international education standards:* [*Minimum Standards for the Education of Occupational Therapists (2016)*](https://www.wfot.org/resources/new-minimum-standards-for-the-education-of-occupational-therapists-2016-e-copy) *OR* [*Physical Therapy Professional Entry Level Education (2011)*](https://world.physio/sites/default/files/2020-07/G-2011-Entry-level-education.pdf) *OR* [*ISPO Education Standards for Prosthetics/Orthotics Education (2018)*](https://cdn.ymaws.com/www.ispoint.org/resource/resmgr/3_learn/ispo_standards_nov2018_sprea.pdf)*]* call for graduates with foundational knowledge and skills in wheelchair service.

[*Insert the reader’s name*] you can make a difference in strengthening the [*insert the profession]* wheelchair service education. The purpose of the meeting is to explore how we can use the ISWP Wheelchair Educators’ Package to integrate wheelchair service education in [*insert rehabilitation profession and/or program*].

Thank you, [*insert the reader’s name*], for considering my request to meet. Please contact me a*t [insert the best method to reach you*].

*Your Signature*

Your typed name

Your title (if you have one)