**Addressing Language Needs in Educational Resources**

*Resources in this template are suggestions to improving access to information within a Local Health Jurisdiction. It’s suggested to consider the needs of your community based on data, partnerships, and resources.*

**Planning Considerations:**

* Include data on the why the language is needed within the community.
* Who will benefit from this resource?
* Who can you partner with to meet this goal? Is there a current champion within the community?
* Who are key stakeholders/champions who can support this effort?
* Who does this letter need to go to in your organization to effect change?
* Consider sharing letter on program letterhead.

**Example:**

**Hello \_\_\_\_\_\_\_\_,**

A recent assessment addressing (area of concern) conducted in partnership with the (name of community partner) for (population), found that xx% of participants speak (enter language) as their primary language at home. (Provide background on language).

The assessment also found that xx% of individuals identified “Language Barrier” as a motivating factor for (area of concern). We found that (trusted partner) were amongst the “Most Trusted” organizations when providing information for (area of concern).

The (name of your team) is advocating for increased resources available to serve our (language)-speaking community that lives, works, and plays in (name of LHJ).

* Goal #1: Conduct a landscape assessment for current assets available in (language) within the community.
  + Action: Identify community-based partner with expertise in serving the (language)-speaking population.
* Goal #2: Access to verbal translations for educational materials aimed to supporting the (language)-speaking community.
  + Future Vision: All (LHJ name) materials be made available in (language).
  + Action: Identify translator or translation service that can support translating LHJ materials.
  + Action: Identify funding source for translation services.
* Goal #3: Partner with a community-based organization who is culturally responsive to reach the (language)-speaking community to provide education on (area of concern), Public Health, and the broader (name of LHJ).

The information from the assessment and community partner advocate for (language) to be incorporated into the LHJ toolbox of resources. Thank you for your time and consideration.

(Input Contact Information)