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Sample Internal Email/Letter Template

[Subject] Celebrate National Hospice + Palliative Care Month with us!

Dear [Recipient's Name],

Each November, during National Hospice & Palliative Care Month, we recognize the extraordinary work of those who provide high-quality care to individuals and families facing serious illness. This month-long recognition is a chance to raise awareness, educate our community, and reflect on the kind of care that honors the whole person.

At [ORGANIZATION NAME], we're proud to celebrate this year's national theme: **"We See the Whole You."**

This theme reflects what hospice and palliative care are all about—care that goes beyond symptoms and diagnosis to see the whole person: their values, culture, relationships, goals, and story.

This year, we are celebrating by [ADD PERSONALIZED TEXT – e.g., hosting a community event, sharing stories from patients and caregivers, having a staff appreciation day, posting weekly educational content on social media, etc.]. We encourage you to join us in spreading the message that every person deserves to be seen, heard, and cared for within our healthcare system in a way that reflects who they are.

Join the conversation online using the hashtag **#WeSeeTheWholeYou** throughout the month to share the message. Help highlight the power of whole-person care and the compassionate people who make it possible every day.

This November, let's show what hospice and palliative care really look like, care that listens, respects, and sees the whole person. Thank you for making this work possible through your dedication and caring efforts each and every day.

Warmly,

[Your Name]
[Your Title]
[Your Organization]
[Contact Information]