

## Sample Internal Email/Letter Template

---

**[Subject] Honoring Veterans: Serving Those Who Served Us**

Dear [Recipient's Name],

This Veterans Day, November 11, we pause to honor the men and women who have served our country with courage and sacrifice. At [ORGANIZATION NAME], we believe that veterans deserve dignity, compassion, and respect — especially at the end of life.

Hospice and palliative care provide more than medical support. For veterans, this care means recognizing the unique experiences, values, and sacrifices they carry. It's about ensuring that those who served our nation are never forgotten, and that their final chapter is marked by gratitude, comfort, and peace.

This year, we are [ADD PERSONALIZED TEXT – e.g., hosting a pinning ceremony, partnering with local veterans' organizations, offering specialized training for staff, sharing veteran stories, or inviting the community to honor veterans with us]. We invite you to join us in recognizing and supporting the veterans in our community who have given so much.

At [ORGANIZATION NAME], we are dedicated to serving those who served us. Veterans' stories and sacrifices must be honored with care that upholds dignity, compassion, and respect.

We encourage you to share your gratitude this Veterans Day and help spread the message online that every veteran deserves care and support that reflects their service and sacrifice.

Thank you for helping us honor and serve those who have given so much to our nation.

Warmly,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]