

Hi [Name],

I hope you're having a great summer! I wanted to reach out and ask if I could stop by your office for a few minutes to discuss AED awareness at [High School].

Sudden cardiac arrest claims more than 356,000 lives in the U.S. each year, including over 23,000 children. The good news is that immediate action can make the difference between life and death.

I recently surveyed students at [High School] to see how prepared we'd be in a real emergency, and the results were surprising:

- Only [%] of students know what an AED is.
- Only [%] know where to find one if they needed it.

In a cardiac emergency, survival often depends on the first 3–5 minutes. Using an AED as soon as possible can dramatically increase a person's chance of survival, yet our state's survival rate is only 8.7%. Whether someone survives can depend on whether the people nearby know where the AED is and feel confident enough to use it.

I recently joined an AED awareness organization, www.WherelsTheAED.org and became the Ambassador for [High School]. By educating students now, we can prepare them to respond confidently in an emergency and potentially save a life—at school, at home, in the workplace, at the gym, in a restaurant, or anywhere in the community.

Here are a few ideas we could consider:

- Add an AED page to the school website with locations and basic instructions so parents, visitors, and opposing teams can easily find them.
- Offer a free annual CPR/AED refresher for staff through our local fire department.
- Spend five minutes at each team's preseason meeting teaching athletes and parents where the AEDs are located and how simple they are to use.
- Include a brief AED awareness presentation during freshman orientation.

In a short presentation, I'd cover:

- What an AED is and why it matters.

- Where the AEDs are located on campus.
- How anyone can use one by simply turning it on and following the voice prompts.

I'm happy to start small with freshman orientation and build from there. Thank you for considering this idea. I truly believe it's a simple step that could make our school a safer place and, one day, help save a life.

Thank you,

[Your Name]