[Date]

Dear [insert name],

We’re writing because [insert issue, e.g. lack of dedicated place for staff to eat]. This is a problem because [insert answer e.g. with nowhere to eat staff don’t have the time to eat lunch and end up living off of unhealthy food from vending machines].

We propose the following:

1. [insert 1st potential solution e.g. converting X room into eating space]
2. [insert 2nd potential solution]
3. [insert 3rd potential solution]

Potential negative consequences of implementing these solutions could be [insert answer]. To overcome these issues we can [insert answer].

Addressing the issue of [insert issue] is important in helping us nurses care for ourselves and be healthy lives champions for our patients. For more information about nurses’ health and initiatives supporting nurses’ health you can visit C3’s NURSING YOU programme at [www.c3health.org/nursing-you](http://www.c3health.org/nursing-you).

Can we set up a time to chat about this more?

Thank you for your consideration.

Best regards,

[your name and any of your colleagues who support you]