

# Sample letter

[Date]

Honorable (Full Name)

Address1

Address2

City, State Zip

Dear [Assembly Member or Senator Last Name]:

Thank you for the work you are doing on behalf of individuals with disabilities. I am writing to you regarding [Bill Number, Name, and Author] which will [describe briefly what the bill will do].

This bill will [provide your position here. Use facts, real examples and stories to explain the impact of the bill.] I believe the best course of action is [make recommendations, offer solutions].

Thank you for your time and consideration of all the issues presented in this letter. I am available to address any questions you may have and welcome the opportunity to provide you with additional resource information pertinent to this measure. I can be reached at 111-222-3333.

Sincerely,

Name, Title

(Include your address if your letter will not be placed on letterhead.)