

Sample Letter to Your Legislator

It would be impossible to provide one letter that fits every situation; every PAT program. A sample letter is provided below, however, you will need to personalize the letter and make it fit your needs. Just follow the basic structure provided in the left-hand column for guidance, but make the letter uniquely yours!

Return Address

Your Name
Address
City, State, Zip Code
Phone number

Date

[insert date]

Heading

The Honorable [insert full name]
Address
City, State, Zip Code

Salutation

Dear Representative [or Senator] [insert last name]:

Introduce yourself and state your purpose

As a resident of Smithtown and a parent, I am writing to ask for your support of House Bill 123. This bill would support funding for Parents as Teachers (PAT) programs in our community.

Explain why you are making this request.

We know that the most important development of a young child occurs in the first few years of life, and our state priorities need to reflect that knowledge. Through the education and support of parents of young children, the Parents as Teachers program has proven effective in increasing children's school readiness, improving their later school success, and increasing their parents' involvement in school. If passed, this legislation would help our children start school ready to learn.

Make a connection to his/her constituency through a personal story or any facts or figures available

I have witnessed the impact of Parents as Teachers in my own family...[AND/OR]
PAT can save our community dollars through early identification of development delays. In our case...[AND/OR]
In our community, only X percent of children arrive at kindergarten ready to learn....

Restate your request, and ask him/her to follow-up

I urge you to support this important legislation. Investing in the early years saves us all money later on. I would appreciate a written reply that states how you voted on this issue.

Thank the legislator for his/her time. [If they have supported PAT in the past, be sure to mention it!]

Thank you for your time and consideration. [Your ongoing support of Parents as Teachers is greatly appreciated!]

Sign off

Sincerely,

[Your name]