12 point font – times new roman font – 1” margins

Date

Name of the Reader  
Title of the Reader  
Address of the Reader

Address of Reader

Re: Family Resource Youth Services Centers (or you can state a particular topic, bill number or program advocacy effort)

Dear Senator/Representative and last name: (i.e. Senator Parrett: or Representative DuPlessis:)

1st Paragraph – Statement of need or information.

I am writing in support of Family Resource and Youth Services Centers (FRYSCs). The FRYSC mission is to enhance students’ ability to succeed in school by developing and sustaining partnerships that promote: Early learning and successful transition to school; academic achievement and well-being; and graduation and successful transition into adult life. As a coordinator at the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Center name) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (School name) in \_\_\_\_\_\_\_\_\_ (City), I would like let you know that we serve \_\_\_\_\_\_\_ (# of students in your school) students in our school with many different programs and activities. The one program I would like to highlight for you today is the \_\_\_\_\_\_\_\_\_\_\_\_ (program name).

2nd Paragraph - State the most important facts that support your cause or the details of the information you want them to have.

In the \_\_\_\_\_\_\_\_\_\_\_\_\_ (program name) we help children to learn about\_\_\_\_\_\_\_\_\_\_\_ (put program objective). (Continue to elaborate of program)

3rd Paragraph - Talk about how the reader can make a personal difference. You can refer to your original request again here or for the needed support. This paragraph would be a good place to invite the legislator to an upcoming program/event or leave an open invitation to a regularly scheduled event. See example below.

I would like to extend an open invitation to you as our program meets every month on the last Thursday of the month and we would appreciate having you join us at any time that is convenient for you. I know that the students involved would be excited to meet you. Feel free to call me at (000) 000-0000 or email me at email@adddress if you have any questions about the programming we provide for students and families.

4th Paragraph - Thank the reader for considering your request, and provide information on how you may be reached.

Thank you for your thoughtful consideration of our invitation and for your support of the Family Resource and Youth Services Centers.

Closing, (Respectfully, Sincerely, etc)

Your Signature

Your typed name  
Your title (if you have one)