

SAMPLE LETTER FORMAT

March __, 2002

Use **ONE** of the header formats below:

Governor Jeb Bush
PL 05 The Capitol
400 South Monroe Street
Tallahassee, FL 32399-0001

Senator _____
Senate Office Building Room ____
____ Street Name
Tallahassee, FL ZIP+4

The Honorable _____
House of Representatives
Room ____ The Capitol
____ Street Name
Tallahassee, FL ZIP+4

Dear Governor/Senator/Representative/Honorable _____:

“I (We) hope this note finds you and your family well”.
Identify yourself in relation with the issue or delivery thereof.

State your request or appreciation regarding the issue.
State accomplishments (how the issue has helped you)
and/or how it will affect you if it is not available or
delivered. << *SAMPLE ISSUES: Funding, Education,
Special Education, Training, Compliance, Awareness,
Transportation, Taxes, Economy, Environmental
Protection ...>> [ACTION VERBS: Request, Urge, Beg,
Encourage, Support, Oppose...]*

Propose a solution (optional/homework)

Closing Statement (“thank you” note for support, or “look
forward to” favorable resolution of the issue, or reminder
about the power of the vote)

Sincerely/Respectfully/Regards/Respectfully Yours,

Your Name(s)
Street Address
City, FL ZIP+4

Your Phone

IMPORTANT: HANDWRITTEN, ONE PAGE, YOUR OWN WORDS, CHECK SPELLING,
USE SAMPLE LETTERS AS GUIDES ONLY, AND ALWAYS FOLLOW UP

SAMPLE LETTER # 1

Dear Governor/Senator/Representative _____:

"I have a beautiful/handsome ____ year old daughter/son, _____, who has the disability autism. I am writing to you regarding the funding for the Developmental Disabilities Home and Community Based Services (HCBS) Waiver and the needs of people with autism and their families. As a result of my daughter's/son's disability, my family and I have needed assistance with helping _____ through some difficult times. I don't know what we would have done without the effective services and support provided by the HCBS Waiver."

"I urge you to support the following:"

" - Increased funding to support the services provided by the HCBS Waiver commensurate with the rapid growth rate of individuals diagnosed with developmental disabilities in our state."

"Please remember individuals with autism and their families are your constituents and they need your consideration and support. Thank you."

Sincerely/Respectfully/Regards/Respectfully Yours,

Your Name(s)
Street Address
City, FL ZIP+4

Your Phone