

QUICK TIPS ON LETTERS TO ELECTED OFFICIALS

1. It is best to keep the letter short, to the point, and polite.
2. Thank the official for any past efforts they have done on behalf of your program/after-school issues.
3. Personalize the letter with specific references to your program or any personal interactions you have had with the official (for example, if you met them at some event or at the program site).
4. Letters from youth, parents, and providers are especially effective.
5. Give your address and phone number for follow-up contact and to show the official you are one of their constituents.

SAMPLE LETTER TO ELECTED OFFICIALS

Dear Governor Quinn: ***OR*** Dear Senator ***[your senator's name here]:***

OR Dear Representative ***[your state representative's name here]:***

As you continue your work on the Fiscal Year 2012 budget I ask that you please support the current proposal which would increase revenues, in part, for Human Service programs. Without these needed funds, Human Service programs will continue to be reduced or services eliminated on which thousands of Illinois residents depend.

The current proposal will help the state make good on its current bills, while also strengthening Human Services so that Illinois families will continue to have access to these vital programs. This proposal will allow for a balanced approach to fixing years of unpaid bills and deep cuts to numerous other areas such as education, public safety, and health care.

Please do the right thing, and support the current budget proposal that will provide a much needed increase in revenue to Illinois.

Sincerely,

Jane Doe

[INCLUDE YOUR NAME, ADDRESS, PHONE NUMBER]