

# SAMPLE LETTER TO A LEGISLATOR

Use your business letterhead when communicating with legislators.

Use proper titles when addressing correspondence.

Identify clearly the intent of your correspondence and for whom you are speaking.

Identify clearly what action you are requesting the legislator to take.

The sample letter is on the letterhead of the California Bankers Association, celebrating 125 years. It is dated January 28, 2016, and is addressed to The Honorable Jane Doe, Member, California State Assembly, State Capitol, Room 2345, Sacramento, CA 95814. The subject line is "Re: Support for Assembly Bill 35 (Doe); Taxation: Low Income Housing Tax Credit". The letter begins with "Dear Assembly Member Doe:" and then states that the CBA is pleased to support Assembly Bill 35, which increases the LIHTC dollar amount for 2015. It explains that the LIHTC is the primary program for encouraging private equity investment in affordable housing. The letter concludes by stating that the CBA supports AB 35 and urges an AYE vote, and offers to answer any questions. The letter is signed by Jason Lane, VP/Government Relations. At the bottom, the CBA's contact information is provided: 1303 J Street, Suite 600, Sacramento CA 95814-2939, phone 916.438.4400, fax 916.441.5756, and website calbankers.com.

Immediately indicate the bill number and the subject you are addressing.

Provide concrete examples and provide reliable information to support the claims you make, such as the impact of the legislation on your bank or employees.

Relating personal experiences and situations is the best way to impress upon the legislator the extent of your concern.

**T**ry to keep your letter brief and to the point (one page is usually sufficient). Your legislator has many letters to read and he or she should be able to determine your comments and concerns quickly.

If you know the legislator personally, take a moment to handwrite a note on your letter to attract his or her attention.

Be sure to send a copy to CBA's office so that the information you provide can be used by staff in future contact with the legislature.

Send your letters promptly to assure time for review by the legislator prior to the date the bill is scheduled to be voted on.

If the legislator does as you have requested, always be sure to follow-up with a brief thank-you note to let them know you appreciate their efforts.

Be sure to include your contact information so the legislator may contact you if necessary.