

Letterhead with logo



Washington State Organization

P.O. Box XXX
XXXXXXXXXX, WA 99123

<http://dkgwa.org>

Brief description of organization

Our purpose in communicating with you today is to ask for your support for – or NO vote on - (number and title of legislation if known OR general topic if no legislation is currently before the legislative body).

1

Position statement

concise points

for your position

Sample
2
template for
legislative contacts
3

Fact Box

Supporting facts (economic, statistics, research results)

Thank you for taking the time to meet with me/us today. If you have any questions or are in need of additional information, please feel free to contact me/us at:

Name

(area code) phone number

Address

email address

City, State, Zip Code

date