

Date

Assemblymember/Senator John Doe

Address Line 1

Address Line 2

RE: Position for or against, bill number and name

Dear Assemblymember/Senator John Doe:

I am writing to you in concern of/support for \*insert legislation here.\* Write a little about what you understand the legislation will do and why you are concerned or support it.

It is important to include any and all information you can as to *why* you feel the way you do. Data, research, anecdotes, and personal experiences are all valuable tools in making your case. This can include things such as fear/excitement for the results, fear that it will lead to a slippery slope, dis/agreement with the way the bill is written, dis/agreement with the purpose of a bill, evidence that suggests illegality of the bill, or general anecdotes about how this piece of legislation might benefit or harm you.

Consider including a section detailing the fact that you understand the rationale for the legislation, or even the arguments of the other side, but you feel you are correct for your aforementioned reasons. Showing you understand the other side helps to make the case that you have spent time understanding and evaluating both positions and have logically and reasonably reached your conclusion. Something along the lines of “While I recognize the importance of supporting our students, we believe that this legislation will not accomplish that goal...” You can go so far as to *disprove* the basis of their argument at all.

Furthermore, as an organization dedicated to the protection of life, we are aware of how quickly legislation can move from children’s well-being to opening the door for more dangerous and harmful acts being permitted and kept from parents. It is out of fear that this paves the way for minors to obtain abortions without guardian consent that we oppose this legislation.

**At this point, you can create a list of reasons for opposition or support if you feel you can add further details. (This is optional if you feel you have already made your point.)**

**Concerns with/ Support for AB XXX**

- 1) Reason #1:**
- 2) Reason #2:**
- 3) Reason #3:**

**Conclusion**

In the conclusion, a letter should restate its purpose, either in opposition or support, and include some kind of call to action. One of the most important parts of an opposition letter is making it clear what the point of the letter is. In other words, what are you asking the recipient to do? Vote a certain way? Lobby against it? Raise funds against it? Add something to the legislation before voting? Go on TV to talk about it? Organize support? Whatever you would like done, the conclusion is the time to reiterate that.

End in a thank you for their time and consideration that looks something like this: Thank you for your attention to this matter. We are hopeful for a solution that reflects our shared commitment to the best interests of California's children and families, both present and future.

Sincerely,

\*SIGNATURE\*

Name

Title (i.e. who you represent, citizen, mother, President of company...)