

HEADING

*Your Name (and Organization, if applicable)
Bill Name and Number AND Your Position (Support/Oppose)*

*Name of the Committee
Date of the Public Hearing*

INTRODUCTION

Greet the elected officials and let them know who you are, where you're from, and your position on the legislation.

Dear Members of the (Committee Name):

My name is (your name), and I am from (town). I would like to express my (support for/opposition to) (bill name and number).

PROVIDE A BRIEF DESCRIPTION OF THE BILL AND THE PROBLEM IT SOLVES

Make this brief – no more than a few sentences.

- What is the problem that needs to be solved?
- What will this bill do? Will it solve the problem? Will it create a new problem?
- What will happen if it does pass (or doesn't pass)?

SHARE YOUR STORY

Write out 1-3 paragraphs describing your personal connection to the issue and how this bill will impact you, your family, or your community.

- Provide a few basic details about who you are. Focus on biographical details that are relevant to the legislation.
- Has this issue personally impacted you or the people you care about?
- What can your experience teach the reader about this issue and/or the impact of this legislation?
- Will this legislation impact other people in a similar way to how you will be impacted? Can you connect your personal experience to other people's experiences?

PROVIDE A FEW FACTS OR STATISTICS

Briefly reference any research or data that backs up your position.

- Do you know how many people will be impacted?
- Do you know the financial impact?
- What are other states doing?
- Does this legislation have a disproportionate impact on a particular population?

CONCLUSION

Restate your position and thank the committee for their time and consideration.

Thank you for your consideration. I hope you will join me in (supporting/opposing) (bill number).