**From time to time, APA California will solicit its members to provide comments on particular legislative proposals. The template below provides a guide for how to draft a letter that complements the official APA California chapter position.**

**\*\*\*\*The Legislature has a new letter submission process that requires all letters to be sent through a legislative portal. The portal will automatically send letters to the author’s office and the committee(s) of jurisdiction. Please visit** [**https://calegislation.lc.ca.gov/Advocates/**](https://calegislation.lc.ca.gov/Advocates/) **to create an account and upload a letter.**

**EVERYTHING IN RED SHOULD BE FILLED IN SPECIFIC TO THE BILL AND YOUR ORGANIZATION. PLEASE REMOVE NOTE ABOVE**

\*\*\*LOGO\*\*\*

DATE

BILL AUTHOR NAME

State Capitol

Sacramento, CA 95814

SUBJECT: **POSITION, BILL NUMBER AND AUTHOR NAME**

Dear BILL AUTHOR TITLE AND LAST NAME:

**PARAGRAPH 1**

ADD CITY/COUNTY/BUSINESS/ORGANIZATION/INDIVIDUAL NAME, RELATIONSHIP TO APA CALIFORNIA, POSITION ON THE BILL [e.g. support, support if amended, neutral if amended, oppose unless amended, oppose] AND A BRIEF DESCRIPTION OF WHAT THE BILL DOES.

**PARAGRAPH 2**

PROVIDE SPECIFIC REASONS FOR YOUR POSITION AND EXAMPLES OF THE BILL’S IMPACT IF PASSED. USE LOCAL ANECDOTES AND PRACTICAL PLANNING EXPERIENCE TO MAKE YOUR EXPLANATION PERSUASIVE.

**PARAGRAPH 3**

For these reasons, CITY/COUNTY/BUSINESS/ORGANIZATION/INDIVIDUAL respectfully RESTATE YOUR POSITION the bill.

Sincerely,

NAME

TITLE

CITY/COUNTY/BUSINESS/ORGANIZATION/INDIVIDUAL

EMAIL ADDRESS

PHONE NUMBER

cc:

CITY/COUNTY - ADD YOUR LOCAL SENATOR/ASSEMBLY MEMBER

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