

Purpose of Your Letter:

- If your letter pertains to a specific piece of legislation, identify it accordingly and state your purpose in the first paragraph.
- Be courteous, to the point, and include key information, using examples to support your position.
- Address only one issue in each letter and keep the letter to one page if possible.

Addressing Correspondence:

To a Senator:

The Honorable (full name)
United States Senate
Washington, D.C. 20510

Dear Senator (last name):

To a Representative

The Honorable (full name)
U.S. House of Representatives
Washington, D.C. 20510

Dear Mr./Mrs./Ms. (last name):

Note: When writing to the chair of a committee or the Speaker of the house, it is proper to address them as: Dear Mr. Chairman or Madam Chairwoman or Dear Mr./Madam Speaker.

Dear _____:

As an early childhood special education services provider, I have seen first-hand the difficulties Hispanic families face as new immigrants in accessing educational opportunities and services. Providing them information on our cultural practices isn't enough. We need to understand their culture, identify their needs, and support those needs in whatever way we can.

Iowa State University Extension has helped me do that. Last fall, I attended "Partnering with Parents," an Extension program that brought together Extension specialists, a multi-cultural parent panel, and other community collaborators. This group shared their perspectives on parents, and the interaction helped me identify the need to start a county support group for Hispanic families with children who need special education services. Our group started with four families and, as word spread, quickly grew to include 15 families from four different communities. Each of those families now has a personal community liaison that helps them access and understand available services. Because of this help, these children are more likely to experience success in school and eventually become contributing taxpayers to our local and national economy.

I believe the training I received from Extension has made a positive change in the way I work with my Hispanic neighbors. I know of no other organization that works with parents and professionals to cover these topics so thoroughly at convenient times and locations and at affordable fees.

Sincerely yours,

Name, Title

Agency

Address

Phone Number