

SAMPLE CONGRATULATIONS LETTERS FOR ELECTED OFFICIALS

Date

Dear (name):

Congratulations on your recent election as _____. I wish you the very best as you take your place in the (111th Congress/state legislature/school board/other).

As a constituent and (educator/Reading Recovery professional/other), I hope you will consider me a resource on education issues, including (literacy/No Child Left Behind/teacher quality/funding for education/other). Enclosed/attached is (Reading Recovery: A Guide for _____, or your local data).

In addition, you are cordially invited to visit (school/university/other) to see first hand the important work we're doing. **PERSONALIZE** (insert a brief example of positive results in your school/district/community).

Again, congratulations. Please add me to your email/ mailing list for information about your work in (Congress, the state legislature/other) and contact me if I can be a resource.

Sincerely,

Name

Address (Important! Many elected officials are unable to reply to mail from outside the district)

Phone

Email address

Contact information: Google the elected official for mailing, email or web site contact info, contact your local board of elections, or contact Lucy Gettman, director of advocacy at lgettman@readingrecovery.org.