

Sample letter:

Senator/Representative
The State House
Boston, MA 02133

Dear Senator/Representative:

On behalf of (*insert your program name*), I invite you to celebrate the Week of the Young Child (WOYC), April 22-28. Our program would be honored if you could take time out of your busy schedule to visit us, meet our staff, and read to our children (The Early Education has provided you with a copy of the book What Do You Want To Be).

(Insert information about the history of your program, number of families served, number of employees, etc.).

This is a remarkable time for young children and early education in the Commonwealth. With the creation of the consolidated Department of Early Education and Care in 2005 and the allocation of pilot funding for the Massachusetts Universal Pre-Kindergarten Program in the FY07 budget, the state has laid the foundation for responsible, accountable and effective investment in high-quality early learning opportunities for young children. In light of this progress, we invite you to witness first hand the high-quality early education that is provided for the children and families in your district.

Please contact me at (*insert your contact information*) to coordinate a day and time convenient for you to visit our program. We thank you for your support and look forward to your visit.

Sincerely,

Name
Title

Talking Points to Invite legislators for a visit

- I am calling on behalf of (*insert your program name*) and I would like to invite you to celebrate the Week of the Young Child (WOYC) at our program.
- We would be honored if you could take time out of your busy schedule to visit us, meet our staff, and read to our children (The Early Education has provided you with a copy of the book What Do You Want To Be).
- (*Insert information about the history of your program, number of families served, number of employees, etc.*).
- This is a remarkable time for young children and early education in the Commonwealth.
- With the creation of the consolidated Department of Early Education and Care in 2005 and the allocation of pilot funding for the Massachusetts Universal Pre-Kindergarten Program in the FY07 budget, the state has laid the foundation for responsible, accountable and effective investment in high-quality early learning opportunities for young children.
- In light of this tremendous progress, we thank you and would like to invite you to witness first hand the high-quality early education that is provided for the children and families in your district.
- Please contact me at (*insert your contact information*) to coordinate a day and time convenient for you to visit our program.
- Thank you for your support and look forward to your visit.