

January 1, 2018

The Honorable John Doe
301 6th Avenue North
000 War Memorial Building
Nashville, TN 37243

Dear Senator/Representative Doe:

My name is _____ and I am a member of the Parent Teacher Association (PTA) of Tennessee. My children attend _____ School and public education is something that is very important to me.

Enclosed you will find a list of the legislative priorities for the Tennessee PTA this year. Among these I feel most strongly about item # (list the number and the statement that accompanies it from the 2018 Tennessee PTA Legislative Priorities. Give a brief account of why this particular item is important to you, keeping it short and personal. Include any data/statistics regarding the particular priority, if applicable).

Members of the TN PTA will be visiting the capitol on February 21st with middle and high school students from across the state. I hope we will have the opportunity to meet you along with others from the (include your district or home town) delegation. If and when any of the topics described in the accompanying page present themselves in legislation this term, I hope you will not hesitate to be in touch.

I appreciate your consideration of my opinions given here and thank you for your service to our community.

Sincerely,

Your Name
Your Home Address

Enclosure (include a copy of the 2017-2018 Tennessee PTA Legislative Priorities)