Please customize this letter with your school’s details. Please also feel free to edit the letter’s text. We suggest adding your school logo to the letter.

Bring hard copies with you to the CAPPS Legislative Conference for the Morning @ The Capitol session on April 16th at 9:30 AM.

April 16, 2018

Assembly/Senate Member

Capitol Rm #\_\_\_\_\_

Dear Member \_\_\_\_\_

On behalf of \_\_\_\_\_School, whose members are in the Capitol today for a Legislative Conference held by the California Association of Private Postsecondary Schools (CAPPS), we would like to invite you to visit our School or perhaps speak at one of our Graduation Ceremonies when your schedule allows.

Our school is located in/near your district at \_\_\_\_\_. We have been there since \_\_\_\_\_ and have graduated \_\_\_\_\_ number of students since\_\_\_\_\_.

We believe that our Institution is a valuable community resource. The opportunity to know more about what you as an elected official do, and what our Institution does, seems mutually beneficial.

We know you have a very busy schedule but if there is a spare hour or two and you are interested in how we educate, train, and place our students in local businesses, we would be very pleased to show you.

Your Name and Title \_\_\_\_\_

Your School \_\_\_\_\_

Your Contact Info \_\_\_\_\_