

## ***Sample letter to policymaker***

**[Insert your address here...VERY important]**

October 19, 2012

The Honorable Ruth Smith  
500 Hart Senate Office Building  
Washington, D.C. 20510

Dear Senator Smith:

**[1st paragraph states the reason for your letter and who you are.]**

I am writing to inform you what a tremendous difference our Learning for All Afterschool Program makes in our community. I work with this school-based program, which is funded by a federal grant, and know firsthand how it improves children's grades, keeps kids safe, benefits working families and has a positive effect on the entire community.

**[2nd paragraph further explains your message and includes a personal account]**

Our program helps several hundred working parents in our school district who otherwise would not have access to an after-school program to enrich their children's lives during the hours after school. In addition, the Learning for All program provides our community's citizens with a proven history of success - a history that features improved student test scores, improved school attendance and more focused students. Successful after-school programs like ours offer an academic environment that is critical in the 3 p.m. to 6 p.m. time period before most working parents can get home.

**[3rd paragraph should summarize your message]**

Our program provides a school-based environment where extended academic learning is the norm. Students in our after-school program achieve better in math, reading and other subjects; have fewer behavioral problems; and have better attendance records. In addition, our program offers youth a safe place where they can learn during the peak hours that juveniles are typically victims of crime or engage in criminal activity themselves. One of the best things about the program is the way it brings together various community members and gets them actively involved in helping kids learn and grow.

**[Or if you are government funded]**

Our 21st CCLC program provides an environment where extended academic learning is the norm. Students in our after-school program achieve better in math, reading and other subjects; have fewer behavioral problems; and have better attendance records. Please act to save the 21st Century Community Learning Centers program from spending cuts and fund it at its full authorized level. We cannot balance the budget at the expense of our nation's youth.

Your support for after-school programs is greatly appreciated.

**[Or if you are government funded]**

Your continued support of the 21st CCLC program is appreciated.

**[Always thank a public official]**

Thank you for your public service.

Sincerely,

**[Your Name]**

**[Phone Number]**

**[E-mail Address]**

**[Street Address]**