[Date]

The Honorable [Bill Author’s Name]

Oregon State [Senate or Assembly]

State Capitol

Salem, OR 97301

**RE: [Senate or Assembly Bill XXX (Author’s Last Name) – Support or Oppose]**

Dear [Senator or Assemblymember Bill Author’s Last Name]:

On behalf of the [Name of Your Special District], I am writing to [Support or Oppose] [Senate or Assembly Bill XXX. [Brief description of your district.].

[Brief but thoughtful explanation of your position. Try to keep to one page.].

[Be sure to explain how the proposed legislation will help or hurt your community and the constituents you share with the legislator.].

For these reasons, the [Name of Your Special District] [supports or respectfully opposes] [HB or SB XXX]. Should you have any questions regarding our position, please contact me at [phone number] or [email].

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

CC: [Committee Chair if the bill has been referred to a committee]

[Your Legislators]

Special Districts Association of Oregon via [email address]