

Your Name

Address

City, State and Zip Code

Insert Date

The Honorable [Insert representative’s name]

Street or PO Box

City, State, Zip Code

Insert date

Dear [insert name] [zip code locator found here <http://www.house.gov/htbin/findrep> for House Reps] and here for Senators: <https://www.senate.gov/reference/reference_index_subjects/Directories_vrd.htm> ]

As a proud member of the Educate & Elevate campaign, I am writing to you to ask you to support Adult Education, an investment in America’s future. We urge you to fund Adult Education at the $649 million level as called for in the Workforce Innovation and Opportunity Act enacted in 2014.

In our community and across the nation, we are part of the 55,000+ adult educators focused on building the skill sets of all potential workers so that businesses in America have a competitive workforce to innovate and thrive.

Through Adult Education in high schools and adult schools, community colleges and community centers, these low cost, high value programs upgrade the skill set of millions of eager American workers.

Meet (Insert Name of Adult Learner – one of your success stories)

Insert Story

The proposed 2018 budget cuts that currently support Adult Education will impact millions of people like (insert name of your adult learner), and the business community upon which we depend to keep America’s competitive position in the global economy.

[Insert own optional text about how adult education helped a business in your area]

Learn more about how Adult Education elevates career and college readiness at EducateandElevate.org.

Thank you for your time and considering my request for your support.

Sincerely,

[Insert your name]

[Insert campaign infographic on the back side of your letter]

