

(on facility/corporate letterhead is best)

**(facility name)
(your address)
(your city, state, zip code)**

March 4, 2008

HUMAN SERVICES COMMITTEE

**RE: (Bill #, Title of Bill)
(as many more as you wish to address; you DO NOT need a separate letter
for each Bill)**

(your name and professional title, e.g., R.N., D.N.S., etc)

**Senator Harris, Representative Villano and Distinguished Members of the Human
Services Committee,**

I wish to thank you for this opportunity to address (name of issue).

**My name is (your name), and I am (professional title and job position). I urge you to
(support/oppose (SAME as listed in RE above; support/oppose each bill
individually) and give rationale.**

**(if you are reading your testimony, remember that your verbal testimony is
usually limited to three (3) minutes; if you are submitting written testimony
ONLY, your testimony may be longer, HOWEVER, brief is better)**

**(your testimony is most effective if it comes from your experience and your
heart; BE POLITE ALWAYS; NO "CANNED" TESTIMONY)**

Thank you for your consideration of my views.

Sincerely,

(your name and professional title)

**(please deliver your testimony to the Association (in person, mail, fax) by the time
specified, we'll make the copies for you and deliver them to the Hearing Room; if
you are reading your testimony make sure that you have a copy for yourself in large
print)**