*Your Organization’s Logo*

*Date*

*Your Name*

*Your Title*

*Your Organization*

*Your Organization’s Address*

*Bill Number* - Testimony For *Name Of Committee*

Dear *name of chairperson of committee* and members of the Committee:

Thank you for the opportunity to share my concerns about the *subject of concern* proposed in *name and number of the bill*.

As a *teacher/parent/social worker/community member/etc.,* I *support/oppose* this bill.

*Summarize your recommendations/opinion.*

*Explain the reasons you support/oppose the bill or are urging action on this issue.*

*State your position again.*

If you have questions, please don’t hesitate to contact me at the number listed below.

Thank you, again, for the opportunity to share my concerns.

Sincerely,

*(Sign your name)*

Your phone number, email address, etc.

**Tips for Sample Email or Written Testimony**

* Keep your testimony to one page, total.
* Make it personal if you can. Tell how this bill will affect you/your community.
* Use 1-2 short paragraphs to state your recommendations/opinion and explain your reasons.
* Be clear and concise.
* Be respectful.
* Stick to the facts.

Do you have questions about this template or other aspects of providing written testimony? Our policy staff is happy to help! Just send an email to Ashley Jones-Wisner, our state policy manager, at ajwisner@kchealthykids.org or give her a call at 816-523-5353.