

Appendix D: Sample Letters

Sample Learner Letter

Note: Please do not use this letter as a template. All letters should be unique. Staffs read our letters for unique stories. Form letters may alienate legislative staffs who try to read and respond to each letter.

Your street name
City and state, zip code

Date

Honorable John Tanner
1226 Longworth HOB
Washington , DC 20515

Correct Name / Address
(Are you sending the same letter to all three of your US legislators? Make sure you change the name, address, and salutation on each letter accordingly.)

Dear Congressman Tanner:

“The Ask”

As a tax payer and citizen, I am asking you to please **vote for taxes to be used for adult education** programs. More money is needed to help with classes, job training, and improved skills.

As a single parent with children and little education, I am having a very hard time caring for my family and providing things they need. It is hard to buy food and clothing and get adequate health care. It is hard to help them with school assignments, since my skills are so limited.

Why is adult education important to you?

Getting a GED is the only hope I have for a brighter future. Hopefully, getting this education will help me to get a job and take care of my family. It is also important for my children to see me continue my own education before they can realize the importance of staying in school. It would also make me feel better about myself to be smart enough to help them with their assignments.

Why are you enrolled in adult education?

Restate your reason for writing

Please increase funding for adult education so we can become givers to our communities. I look forward to hearing from you.

Let the reader know you would like a reply

Sincerely,

Your Name

Sample Graduate Letter

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Street name
City, State, Zip

Date

Honorable John Tanner
1226 Longworth HOB
Washington , DC 20515

Dear Congressman Tanner:

Attending GED classes and gaining skills has helped my life in many ways. Please continue supporting adult education and vote for increased tax money to be dedicated for these programs.

While I was trying to gain employment and take care of my family without an education, the task was very, very difficult. I attended GED classes in Weakley County and passed my GED. Now things are better for me.

My children learned how important an education is in order to get jobs and provide things they need. They saw that it is easier to get an education when they are young. They saw me study along with them and realize it is important to never give up.

Because of GED classes, some of my friends have been able to go to college, attend truck driving schools, enter nursing programs, and get jobs that are available now because of improved skills.

Getting an education has helped my family and will help us to take care of ourselves.

Thank you for valuing education and its benefits. Please let me know whether you will support increased funding for adult education. I look forward to your response.

Sincerely,

Former student's name

“The Ask”



How has adult education helped you?

Restate your reason for writing.

Let the reader know you would like a reply.

Sample Employer Letter

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Business Letterhead

February 9, 2009

Honorable Lamar Alexander
455 Dirksen Senate Office Building
Washington , DC 20510

Dear Sir:

Please support an increase in adult education funding during the appropriations process.

I see a great need for adult education classes in our community and state. As an employer in Weakley County, I see the need to increase funding for training and education. We have many unemployed people who simply do not have the skills needed to perform in today's workplace. Some people dropped out of school years ago to begin working in factories that have now been closed. Some made bad choices and failed to see the value of education. Others simply failed in the traditional classrooms and are desperately in need of further training.

Whatever the reasons may be, it is my opinion that we have a very real need to educate and train people to help themselves become productive citizens of our communities and nation. There are job opportunities available to those who will continue training that is necessary to perform much needed tasks. We as employers need their skills.

More and more funding is needed to accomplish the goal of educating the adults in our communities. We need your help in increasing the funding for adult education programs in order to prepare learners to pursue post secondary training and skills. Our state and nation will reap the benefit of such programs.

Please let me know whether you will support an increase in funding for adult education. Thank you for your efforts to make this the greatest country in the world.

Sincerely,

Employer's name

Sample Nursing Student Letter

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Street name
City, State Zip

Date

Honorable Lamar Alexander
455 Dirksen Senate Office Building
Washington , DC 20510

Dear Senator Alexander:

I am a nursing student and I want to ask you to please continue funding for adult education programs and vote for budget increases for those programs.

Attending nursing classes has taught me many things besides the subject matter. As a nursing student, I see how difficult it has been for many of the people in my class to get to this point in our lives. Some have come directly from high school, some have been out of school for a while, and some who come here have completed GED classes.

Adult education classes are very important to our community. Many people are unemployed as a result of factory closings and lack of necessary skills to gain other employment. We in the nursing profession are aware of the shortage of nurses. Adult Education classes can make it possible for some people to get GED's and take refresher classes for NET exams. They, too, might be able to begin a nursing career.

More money spent in adult education can bring great benefits to our communities. Many professions can become stronger because of these educational opportunities.

Thank you for all you do to make our great country what it is today. I look forward to your response.

Sincerely,

Name

Sample Teacher Letter

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6125 Greenfield Hwy. 54
Apt. # 2
Dresden , TN 38225

Personal stationery

February 19, 2009

Honorable John Tanner
1226 :Longworth HOB
Washington , DC 20515

Dear Congressman Tanner:

“The Ask”

Please support an increase in funding for adult education programs that are funded within the Labor, Health, Human Services, Education, and Related Agencies (Labor H) Appropriations Bill.

Having been a teacher in TN schools for thirty years, I have seen the value of education in the lives of our citizens. In my present position of adult education instructor, I see the real impact of lack of education in the lives of adults who enter our doors. People ranging in ages from eighteen to seventy-three have come here seeking skills to help children with homework, to find employment in order to feed their families, to be able to escape abusive relationships, to prepare for post-secondary training, to attend vocational schools, to begin nursing programs, and to model the need for education to their families. Each person who has attended the classes has benefited in one way or another.

Personal experience in role as a teacher

It is my belief that every US dollar spent for adult education will bring dividends to our nation. When parents are better educated, children will be better educated. Families will be healthier, more productive, and happier when jobs are in their reach. Our communities and nation can benefit economically by having citizens who are prepared for the job market. Adult education is the key to making improvements in our homes, schools, work places, and communities.

Much of our success depends on funding for adult education. I am requesting that you please vote for bills to continue and increase funding for this most important endeavor. We are counting on you to help this great cause.

Restate The Ask

I look forward to learning whether you will support this request.

Let reader know you anticipate a reply

Sincerely,

Teacher Name