**SAMPLE LETTER/EMAIL**

**PERSONAL HANDWRITTEN OR TYPED LETTERS SENT TO LEGISLATORS’ DISTRICT OFFICES ARE BEST (ESPECIALLY THANK YOU NOTES).**

**PERSONAL EMAILS ARE VERY EFFECTIVE TOO.**

*Always be professional and polite!*

**Search for district address here** [**http://www.myfloridahouse.gov/sections/representatives/myrepresentative.aspx**](http://www.myfloridahouse.gov/sections/representatives/myrepresentative.aspx)

Your Address

City, State, Zip Code Phone Number

The Honorable [*Insert Representative’s Name Here*] **OR** Senator [*Insert Senator’s name here*] Florida House of Representatives **OR**  Florida Senate

The Capitol

Tallahassee, FL 32399-1300

Dear Representative **OR** Senator [Last Name]:

**Request to Increase Funding to End the iBudget Waitlist**

My name is [*Insert your name*] and I am writing to urge you to support increased funding of the Florida Medicaid Developmental Disabilities Individual Budgeting (iBudget) Home and Community-Based services (HCBS) waiver. For several years, there has been a large waiting list of more than 20,000 Floridians with Developmental Disabilities.

*[Describe who you are and your connection to this issue (e.g., I am a 30 year old man with cerebral palsy, I am the mother of a 40 year old adult with Down syndrome). Tell your personal story – include how long you have been on the waitlist, describe how waiting for services impacts the quality of your life/your family’s life. Also describe how receiving services will help improve your life. Try to limit to one or two paragraphs.]*

Thank you for your time and consideration of this issue. I would love the opportunity to discuss this issue further, and look forward to your response.

Sincerely, [*Signature*]

YOUR NAME