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**Position statement  
concise points**

**for your position**

**Sample**

**template for**

**legislative contacts**

**Brief description of organization**

**Letterhead with logo**

Thank you for taking the time to meet with me/us today. If you have any questions or are in need of additional  
information, please feel free to contact me/us at:

Name (area code) phone number  
Address email address  
City, State, Zip Code date

Fact Box

**Supporting facts (economic,  
statistics, research results)**

Our purpose in communicating with you today is to ask for your support for – or NO vote on - (number and title of legislation if known OR general topic if no legislation is currently before the legislative body).

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**Washington State Organization**P.O. Box XXX  
XXXXXXXXX, WA 99123 <http://dkgwa.org>

