



LOCAL LEADERSHIP FOR CLEAN AIR

## LETTER OF INTRODUCTION TO YOUR MAYOR

Please note: Handwritten letters are best. Make sure you make a copy of your letter. If handwritten, simply take a photo of your letter and email it to yourself.

Dear Mayor (or Council Member) \_\_\_\_\_ ,

Hello! My name is \_\_\_\_\_ , and I am your constituent in (name of city or district) \_\_\_\_\_ . I live at \_\_\_\_\_ and have \_\_\_\_\_ children. I am a member of Moms Clean Air Force, a community of over one million moms and dads across the nation. I'd love to personally introduce myself as I'm learning more about my local government and how I can help you make our community more resilient and livable for the future. In the next few days I will reach out to your office for an appointment. I look forward to meeting you soon.

Sincerely,

Name

Email

Phone

### KEY POINTS

- **BE GRACIOUS.**
- **BE POLITE TO THE ELECTED OFFICIAL AND HER OR HIS STAFF.**
- **WRITE LEGIBLY.**
- **FOLLOW UP PROMPTLY BY PHONE TO SCHEDULE AN IN-PERSON MEETING.**