[Date]

The Honorable [INSERT First and Last Name]

[INSERT Elected Title]

[INSERT Address]

Dear [INSERT Elected Official Title and Last Name],

I hope this message finds you well. My name is [INSERT name], and I am the [INSERT job title] at [INSERT organization]. Through our work with the 988 Suicide and Crisis Lifeline, we provide invaluable crisis services to [INSERT adjective describing state residents, i.e. New Yorkers, Californians, etc.] experiencing a mental health or suicidal emergency.

As a crisis center with 988 Suicide and Crisis Lifeline, our staff provides lifesaving interventions to [INSERT adjective describing state residents] in emotional distress. [INSERT information about your crisis center and its role in the community.]

[INSERT organization] would love the opportunity to meet with you and/or your staff to introduce ourselves, and discuss the profession and how [INSERT state] can better serve individuals in crisis.

I will be following up via [INSERT modality (phone or email)] to identify a date and time that works best. Thank you in advance for your consideration, and I look forward to meeting with you.

Best regards,

[INSERT First and Last Name]

[INSERT title]

[INSERT organization]

[INSERT contact information]