



Sample Thank-You Letter to Legislators for IPLI Funding

IPLI would appreciate all participants (mentors and principals) contacting their Indiana senators and representatives and thanking them for supporting the Indiana Principal Leadership Institute. There are two preferred methods of contact: direct email or a personal letter on school letterhead.

To find contact information for your legislators:

- Go to <http://www.in.gov/legislative/>
- Click on "Find Your Legislator"
- Enter your home or school address and hit "search." Make sure and use your official postal address. It can be found at <https://tools.usps.com/go/ZipLookupAction!input.action>.
- A link will be provided to your legislators and their contact information (email and mailing address). Both state and federal are provided, so make sure and only contact your state senator and representatives.

Sample Letter

The following letter is offered as a recommendation for wording. Please feel free to use your own words while including references to the Indiana Principal Leadership Institute and to the Indiana General Assembly as the source of IPLI funding.

Date

The Honorable (name of your state senator or state representative)

Legislator's address

Legislator's City, IN Zip

Dear (title and name, e.g., Senator Smith):

I would like to thank the Indiana General Assembly for its support of the Indiana Principal Leadership Institute (IPLI). I am principal at **<school name>**, and I am a member of the first IPLI Cohort. The Institute began on July 17, and my school and I are already benefitting from the resources and support provided. The job-embedded approach of the institute is appreciated.

At the first seminar, <include something you learned or a takeaway from the seminar>. In addition, I am receiving extensive support from my IPLI Mentor and my Regional Focus Group. <Include examples of how your focus group or mentor has helped you.>

As a principal, I appreciate the Indiana General Assembly recognizing the significant impact of school leadership on student achievement and supporting IPLI. Much has changed in education in Indiana over the last few years, and this commitment to the professional development by the General Assembly is an important step towards ensuring principals are prepared to handle these new challenges.

I would also like to invite you to visit <name of your school> and see firsthand the great things that are occurring. Please feel free to contact me to arrange a visit.

Sincerely,

Your Name
Position
Email address
Office phone