



Community Support Letter Ideas

Tips to help you write a persuasive letter:

Keep it short Identify yourself and the issue

In the first paragraph of your letter state who you are and your issue

Focus on your main points

Choose the three strongest points to support your argument

Make it personal

Why does child care matter to you and how it affects you, your family, and your community

Thank elected officials when they vote the way you want

(This letter is for a family child care program. Center letters would be similar).

Date
Planning Commission Address

Dear Planning Commissioners and Staff:

Introduce yourself, where you live, and how many children you have and ages if applicable:
My name is _____. I live on _____ (address) and have one toddler and one kindergartner.

State your concern/issue:
I'm writing to support the permit approval for _____ (name of) family child care.

Why you support the program, for personal or community reasons:
I support _____ family child care because they provide quality care in a home environment for my _____ infant/preschooler/school age child while I am at work. The hours are flexible so that when my schedule changes so can my child care.

If a client, explain how you try to be considerate of neighbor parking and traffic issues:
(Provider name) asks that we do not block neighbor driveways and had us sign a parking agreement before she would let us enroll in the program.

Give specifics or examples about why you think it is important for ____ (city name) to have this child care option: for example

- It was difficult for me to find child care in _____ (city name) where I felt comfortable leaving my baby.
- These rates are much more affordable than the other programs in the neighborhood
- Parents need as many choices as possible for this important service which ends up benefiting the whole community through producing children who are ready to learn
- If I couldn't find child care I would have to....move? stay home and not work? work and worry the whole time?

Thank the Commissioner. Thank you for considering my request. I (we) would be happy to speak with you or your staff at any time about our experiences.

Sincerely
YOUR NAME, Phone, Address and Email Address