(Date)

(Public Policy Maker, Title) (Address)

Dear (Public Policy Maker):

Throughout your term(s) in office, you have prioritized our local community and we are grateful for your dedication. I have often read of your commitment to finding pathways out of economic hardship and the promotion of energy efficiency. These two ideals are the driving forces behind the Weatherization Assistance Program.

Weatherization works in many ways. Since its inception in 1976, the Weatherization Assistance Program has gained a solid reputation as the nation’s core program for delivering energy-efficiency services to low-income households. More than 7.4 million households have experienced energy-efficiency, financial, and health and safety gains through the program. (Can also insert here State or local data that may directly relate to their constituents.)

This (spring, fall, winter, summer) the (agency title) will be holding a demonstration on the cost-effective weatherization measures that are often performed in the houses we weatherize. Measures include (applicable services, e.g., the installation of insulation, furnace and boiler retrofits, and cooling measures). The crews also advise the clients on energy-saving habits to employ year-round. The program serves every county in the nation and supports over 25,000 jobs.

Please consider this letter a personal invitation to participate in our on-site demonstration of the Weatherization Assistance Program. We enjoy showing our elected officials what the Weatherization Assistance Program can achieve for their constituents and the living wage jobs it supports throughout the community. Within 10 working days, I will contact you to discuss a date for the demonstration so you can see our program in action.

Sincerely,

(Your Signature)

(Typed Name)

(Title)