**Sample Letter to State Elected Official**

[Date]

The Honorable [Full Name]

[Body in which the elected official serves, e.g., Wisconsin House of Representatives]

[Office Address]

[City, State Zip]

Dear Representative/Senator [last name]:

[Insert information about your role in Urban Planning, your membership and affiliation with WI-APA, and your work and/or residence. See examples below.]

American Planning Association Wisconsin (APA-WI) Chapter recently became aware of a co-sponsorship memorandum being circulated to garner support for a proposed piece of legislation, LRB 4336, relating to: water and sewerage system connections and annexation of territory and extraterritorial zoning in certain towns.

I am writing to encourage you NOT to co-sponsor or support this draft legislation. As proposed it would [describe reasons it would negatively affect your community or add a sentence from the list below that you identify with.]

The APA -WI prepared a position statement on this to detail the reasons we think this legislation would be detrimental. I’ve attached a copy of that position statement.

Thank you for your attention to and consideration of this issue. If you have any questions, please feel free to contact me.

[First and Last Name]

[Work and or Residential City]

[Contact Information]

Potential personal/professional connection example:

* I am a Planning Director for the City of \_\_\_\_\_.
* I am an Urban Planning consultant serving communities , a member of APA-WI, and a resident of \_\_\_\_\_\_\_.
* We are previously acquainted through my position as Planning and Zoning Director for Portage County, from which I retired in January of 2022. Hopefully you have been able to work with the current Director, Tim Reed, who is quite capable.
* Although retired, I remain the Northwest District Representative for the Wisconsin Chapter of the American Planning Association, and it is in that capacity that I am reaching out today.

Potential specific examples:

* have substantial detrimental impacts on cities and villages already struggling for economic sustainability and self-determination.
* promotes unsustainable maintenance obligations.
* has the potential to create power imbalance between who controls the utility and those that do not.