

Sample Club Introduction Letter

Instructions: The text below provides a general guideline for a letter of congratulations/introduction to your representatives following their election. This letter may be altered for state representatives, governors, local officials and other office holders. This letter may be emailed, printed and mailed, or for maximum effect, consider writing it neatly by hand on nice stationery and mailing or hand-delivering it your representative's office.

If you are writing on behalf of your club, consider including a page or two that briefly outlines the good things your club does in the community.

Text:

The Honorable <name of legislator>

Address

Dear <Enter official title and last name>:

On behalf of the <insert club name>, located in your <district, city, county, state>, I would like to thank you for your willingness to serve our <state, community> in this role.

There has been increased public attention and legislative activity across the country relating to the care and treatment of dogs. As a group of local responsible dog owners and breeders, we are very concerned about the conditions in which some dogs live and want to ensure that those who mistreat animals are held accountable for their actions. At the same time, legislation should not negatively impact people who <own, show, breed, raise, train> dogs in a responsible manner.

As you encounter legislation relating to dogs, or hear about concerns regarding dogs in the state or our community, our club would welcome the opportunity to be a resource and share our expertise.

Personalize here – tell about your club. How long have you been in existence? Does your club have a goal or mission statement? What is the makeup of your club? (For example: Our club is comprised of members representing over 100 cumulative years of experience in showing, breeding, and rescuing dogs.)

Share a couple bullet points of specific ways your club is involved in the community. Do you have public education days? Microchip clinics? Offer CGC tests? Donate money for K-9, search and rescue or other notable causes? Are you involved with rescue activities? What do you do to promote responsible dog ownership and make a positive impact on the community/state?

If your club hosts a show in the district, mention the show, how many days it lasts, and the entries. Consider including a copy of the AKC's Economic Benefits of AKC Dog Shows brochure to demonstrate the show's impact on the community.

If your club has an upcoming show, competition, field trial, or other event, consider inviting the lawmaker to attend. Offer them a tour, and consider inviting them to present the Best in Show award. Let them know that this is an excellent opportunity to meet other dog-owning constituents and learn what you are doing to promote responsible dog ownership in the community.

Please contact our club at _____. *Insert club name* looks forward to the opportunity of working with you to promote responsible dog ownership in our <state and/or community>.

Sincerely,

Your Name

Address

Contact information