

Advocacy Letter Outline

Parent of an Adult Child with Disability who Accesses Day Services

**** Please ensure that your loved one is comfortable with you sharing their story, and always use your platform in a way that maintains their privacy and dignity.**

Heading / Date

- Your Name
- Address
- City, State, ZIP
- Date

Legislator Address

- [Legislator Name]
- [Office Address]
- [City, State, ZIP]

Salutation & Opening Paragraph – Introduce Yourself

- State you are a constituent.
- Mention that you are a parent/caregiver of an adult child with a developmental disability (**consider including a family photo**)
- State the purpose: to speak about the proposed cuts to **Day Services in HB 2010**.

Example:

Dear Representative/Senator _____,

I am writing as a constituent and as the parent of a person with a disability [loved one's first name], who accesses Day Services through our local provider [org name, if you're comfortable sharing]. I am deeply concerned about the proposed FY27 budget cuts to these essential programs.

5. Middle Paragraph – Share Your Story / Impact

- Briefly describe **how the services help your loved one thrive** (skills, independence, social connection, community participation, etc.).

- Explain **how the cut would affect your family** (impact on employment, caregiving responsibilities, emotional and physical stress).
- Keep it personal, human, and specific (and respect privacy and dignity).

Example points to include:

- *“Without these services, I would have to reduce my work hours / quit my job to provide full-time care.”*
- *“Day Services provide [loved one] with meaningful community participation and skill-building that I cannot replicate at home.”*
- *“Cuts would put my family in crisis and reduce the independence and well-being of my child.”*

6. Ask / Advocacy Paragraph

- Make the specific legislative ask clear:

Example

*I respectfully urge you to **speak with the Governor’s staff and budget/appropriations leadership and advocate for no cuts to Day Services. Restoring the \$21.8 million in General Revenue in HB 2010** is critical to ensure that individuals like my child can continue receiving the support they need.*

7. Closing Paragraph – Thank You / Personal Note

- Thank the legislator for their time and attention.
- Reiterate the human impact briefly.
- Optional: offer to have a phone conversation or provide more information.

Example

Thank you for listening to your constituents and for protecting programs that support people with developmental disabilities, their families, and the workforce who support us. Please know that your actions have a direct impact on families like mine. Please contact me if you would like to discuss this matter further.

8. Sign-Off

- Sincerely, [Your Name]
- Phone number/email address