[Date]

The Honorable [INSERT First and Last Name]

[INSERT Elected Title]

[INSERT Address]

Dear [INSERT Elected Official Title and Last Name],

Congratulations on your recent election victory to [INSERT office i.e. Assembly, Senate, etc.]! Being elected to public office is a remarkable achievement, and a testament to [INSERT adjective for state residents i.e. New Yorkers, Nevadans, etc.] belief in your campaign. Your hard work and dedication were evident throughout this campaign.

As you [begin/continue] your transition to elected office, I wanted to take a moment to introduce myself and our organization. I am [INSERT name and title] at [INSERT organization]. Our organization is an invaluable service to our community. Among other services, we answer contacts from individuals experiencing a mental health or suicide emergency as part of the 988 Suicide and Crisis Lifeline. [INSERT other work crisis center does]

In [INSERT time period; year, month, etc.], we have answered [INSERT total contacts answered] for [INSERT adjective for state residents i.e. New Yorkers, Nevadans, etc.] experiencing emotional distress. [INSERT organization]’s support services for individuals in crisis reduce the burden and expense placed on the inappropriate use of hospital emergency departments and jails, allowing individuals to stay connected to local resources and thrive in our community.  [INSERT additional information on how the community benefits from the work of the organization.]

We hope you will continue to keep crisis services in mind, and the invaluable benefits they provide to our community. [INSERT organization] would welcome the opportunity to meet with you and your staff in the near future to discuss crisis services. With your partnership, [INSERT state/community] can ensure there is a robust system where all [INSERT adjective for state residents] have somewhere to turn at their most vulnerable moments.

Again, congratulations on your well-earned victory, and we look forward to working with you more closely.

Best regards,

[INSERT First and Last Name]

[INSERT title]

[INSERT organization]

[INSERT contact information]