# **Sample Letter to State Officials**

**Title IX Sexual Assault Prevention & Response**

**This is a sample letter template you can use to contact your state elected officials to urge them to support students and institutions in considering policies regarding sexual assault prevention and response. Complete the letter by filling in the information specific to you and providing an example or two of how students you work with benefit from state-level inclusivity investments in higher education to personalize your letter. You do not need to name specific students or indicate the institution you work at. You may also make other changes to the text in the template, to add or remove specific information and tailor your letter to focus on the issues most important to you.**

[date]

Dear [title] [last name]:

As your constituent living in [your city], I am writing today in reference to [pending legislation in the chamber of the official you’re writing].

As a student affairs professional, I see first-hand how state-level policies support students. Student affairs is a critical component of the higher education experience, collaborating with colleagues across institutions of higher education to offer students valuable learning opportunities, meaningful social engagements, and safe and inclusive environments.

[Insert personal statement or story.]

On behalf of our students, I urge you to work with your legislative colleagues to support state-level measures that support a fair and balanced implementation of sexual assault prevention and response policies. The September 2017 rescission of Obama-era 2011 and 2014 guidance and the release of interim guidance by Secretary of Education Betsy DeVos, with a promise of a forthcoming Notice of Proposed Rulemaking (NPRM) announcement from the Department of Education (ED), has caused uncertainty and confusion on college campuses. State-level legislation that promotes a fair process and works to protect survivors and complainants is crucial during an evolving policy landscape.

The future of our nation’s knowledge economy relies on a college-educated workforce. I am relying on you to do what is right both for [your state]’s students and our nation as a whole.

Thank you for your attention to this important issue. I look forward to hearing from you about your plans to support our students and institutions of higher education.

Sincerely,

[name]

[address, including zip code]