



SAMPLE CLUB INTRODUCTION LETTER

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 officeholders. 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 to your legislator's office.

The letter should be brief and kept to one page if possible.

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 both congratulate you on your recent election <or re-election> and introduce our club which includes many of your constituents as members. (if you already know the official – simply say I would like to congratulate ...). We appreciate your willingness to represent and serve our <state, community>.

In recent years, there has been increasing public attention and legislative activity across the country at all levels of government 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 to address such issues should not have a negative impact on 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, or our club would welcome the opportunity to serve as a resource to you and your staff and offer our expertise on any dog-related issues.

(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 of 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? Also, consider including a page or two that briefly outlines the good things your club does in the community.

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.

Again, congratulations on your election and your willingness to represent us. Please feel free to contact us whenever we may be of assistance to you. <Insert club name> looks forward to working with to promote responsible dog ownership in our <state and/or community>.

Sincerely,

Your Name

Address

Telephone/email address