



# Community Support Letter Ideas

## Tips to help you write a persuasive letter:

### Keep it short Identify yourself and the issue

In the first paragraph of your letter state who you are and your issue

### Focus on your main points

Choose the three strongest points to support your argument

### Make it personal

Why does child care matter to you and how it affects you, your family, and your community

Thank elected officials when they vote the way you want

*(This letter is for a family child care program. Center letters would be similar).*

Date  
Planning Commission Address

Dear Planning Commissioners and Staff:

*Introduce yourself, where you live, and how many children you have and ages if applicable:*  
My name is \_\_\_\_\_. I live on \_\_\_\_\_ (address) and have one toddler and one kindergartner.

*State your concern/issue:*  
I'm writing to support the permit approval for \_\_\_\_\_ (name of) family child care.

*Why you support the program, for personal or community reasons:*  
I support \_\_\_\_\_ family child care because they provide quality care in a home environment for my \_\_\_\_\_ infant/preschooler/school age child while I am at work. The hours are flexible so that when my schedule changes so can my child care.

*If a client, explain how you try to be considerate of neighbor parking and traffic issues:*  
(Provider name) asks that we do not block neighbor driveways and had us sign a parking agreement before she would let us enroll in the program.

*Give specifics or examples about why you think it is important for \_\_\_\_\_ (city name) to have this child care option: for example*

- It was difficult for me to find child care in \_\_\_\_\_ (city name) where I felt comfortable leaving my baby.
- These rates are much more affordable than the other programs in the neighborhood
- Parents need as many choices as possible for this important service which ends up benefiting the whole community through producing children who are ready to learn
- If I couldn't find child care I would have to....move? stay home and not work? work and worry the whole time?

*Thank the Commissioner.* Thank you for considering my request. I (we) would be happy to speak with you or your staff at any time about our experiences.

Sincerely  
YOUR NAME, Phone, Address and Email Address