**EXAMPLE INTRODUCTION EMAIL**

**(Place on letterhead)**

**Date**

**Address**

Dear Senator/Representative [insert name],

My name is [enter name] and I am the [position, title, entity]. I wanted to take this opportunity to share that [enter Jurisdiction/organization/entity] is a member of [insert association/coalition name] which is a professional organization comprised of thirty-three community-based organizations in Montana that provide residential services, employment, and day activities primarily to children and adults with developmental disabilities . Launched in [insert year], MACDS is committed to providing community services that support individualized choices that are flexible and responsive to identified essential needs. Our goal is to ensure that service providers are strong community businesses providing high quality service choices.

MACDS has members across the state, representing [insert percentage of state/counties covered]. Our policy priority agenda serves as a guide in moving MACDS forward, and is a fluid document which will continue to evolve as MACDS grows and policies continue to change at the state and federal level.

[insert county/municipality, association, entity] decided to join MACDS for the following reasons:

* + the benefit you see to your community
  + anything related to your jurisdictions’ strategic plan around early child care policy
  + the role you would like to play locally or statewide
  + how you could be a resource for the legislator

I was hoping to sit down and talk more about our community’s role with MACDS and how I can serve as a resource to you. We are in the process of solidifying our policy agenda for 2021 and I am happy to answer any questions or concerns you may have. You can reach me at (enter contact info) and I look forward to hearing from you soon.

Sincerely,

(Sign)