

EMAIL TEMPLATE – REQUESTING A LEGISLATIVE MEETING

Subject: Local CASA Program Request – Budget Letter Sign-On

Dear [Assemblymember LAST NAME / Staff Name],

My name is [NAME], and I serve as [TITLE] with [LOCAL CASA PROGRAM NAME], which supports children and youth in foster care in [COUNTY/DISTRICT].

I am reaching out as part of a statewide effort led by California CASA to request your support for continued CASA funding in the state budget.

We respectfully ask that [Assemblymember LAST NAME] sign onto the attached California CASA budget request letter. The sign-on deadline is March 6.

CASA programs provide critical advocacy for children in foster care, and this funding directly supports services for youth in your district. I have attached background materials that provide additional context and local impact information.

In addition, we would welcome the opportunity to schedule a brief meeting in the near future to share more about our local program and the impact CASA is having in the community. We are happy to meet virtually or in person and will gladly work around your schedule.

Thank you for your time and for your support of children and families in our community.

Sincerely,

[NAME]

[TITLE]

[LOCAL CASA PROGRAM]

[PHONE]

[EMAIL]

ADDITIONAL INSTRUCTIONS:

- ✓ Send this email to both the legislator’s district office and Capitol office if possible.
- ✓ If you don’t hear back within 5–7 days, follow up with a phone call using the script above.
- ✓ Meetings with staff are valuable — they often advise the legislator directly.
- ✓ Bring or reference your local impact data and stories during the conversation.