**\*\*Sample Letter to New Elected Officials\*\***

[DATE]

The Honorable [NAME]

[ADDRESS]

[CITY], [STATE] [ZIP]

Dear [TITLE & NAME],

The [AGENCY NAME] congratulates you on your recent election to the [LEGISLATIVE OFFICE]. We wish you the very best in representing your district and look forward to working with you and your staff in the coming years.

As a local [AGENCY TYPE], we are committed to delivering cost-effective, safe and reliable water.

[BRIEF EXAMPLE OF YOUR AGENCY’S WORK]

As you settle into your new role, we hope that you will consider our agency as a trusted resource that you can consult with on local water issues that impact your constituency.

We would welcome the opportunity to meet with you and your staff at a date and time of your choosing. You are also invited to visit our [FACILITY OR OPERATIONS] in order to learn more about the important services we provide to the residents in your district.

Once again, congratulations on your successful election. Please feel free to contact us at any time if we can be a resource to you or your staff in any way.

Sincerely,

[NAME], [TITLE]

[AGENCY NAME]