Letter to Legislative Sponsors

**[DATE]**

**[Sponsoring Legislator(s) name(s)**

**Address(es)]**

Re: Rulemaking driven by **[H.B. XXXX or S.B. XXXX]**

Dear **[Name of legislators]**:

I am writing on behalf of the **[agency/board name]** to thank you for introducing **[number of house or senate bill]** during the recent legislative session.

Enclosed is a copy of the revised rules our **[board/agency]** is proposing and a copy of the Full Notice indicating the date, time, and place for the hearing on these proposed rule changes.

 Please do not hesitate to contact me should you have any further input or questions.

Sincerely,

**[Name, Title, Agency/Board]**

Enclosures