[DATE]

[Dear Representative/Senator]:

[Organization] will be participating in the Colorado Behavioral Healthcare Council’s (CBHC) Annual Day at the Capitol on February 11th.

This year, instead of a formal event due to the pandemic, we are hoping to make February 11th a day of advocacy for Colorado’s statewide network of community behavioral health providers. We would be honored to schedule a virtual meeting with you that day to discuss our policy priorities for this session and what they would mean for our community.

Would you be available to meet at [Insert some times that might work for you here.] If February 11th does not work for you, we would be happy to arrange a meeting on another day. [Keep in mind that the legislature will reconvene on Feb. 16, so you will want to try to meet with them prior to that date.]

As the local behavioral health provider in your district, [Organization] looks forward to meeting with you soon and working closely with you throughout the legislative session.

Sincerely,

**[Name]  
[Title]**  
**[Organization]**  
[Address]  
[Email]  
[Phone]  
[Website]