

[Date]

[Name of Agency]

[Attention: -the rule publication will tell you what to write here]

[Address of Agency]

RE: [Proposed Rule Number, Name of Proposed Rule]

Dear [Director/Secretary of Agency]:

[Introduce yourself or your organization. What makes you qualified or your org qualified to give feedback?]

[State at beginning why you’re writing: do you oppose or support this rule? Do you wish to give further context to the rule the agency is trying to implement? Do you support part of it and not support another part? This section is brief and lets the reader know where you’re going with the information that follows. E.g. “We write in support of the continued authorization of the Ryan White HIV/AIDS Program, and wish to provide further information on the impact of the program”]

[Analysis: Back up your statement. Why do you support or disagree? What are the outcomes if the rule is or isn’t passed? It helps if you can provide references (to scientific or social studies, new articles from reputable sources, journal articles, etc. to back up your statement.]

[Restate your conclusion - “Based on the above reasons, I/We do/do not support…”]

Sincerely,

[Name]

[Organization if applicable]