



Commenting on Proposed Rules, Template Letters and Calls for Action Best Practices

- It is important to comment on proposed rules and to personalize messages on any call to action be it via a template letter or a email. Personalization is key! Take every opportunity to advocate for the profession and the patients that you serve. One way that you can advocate is to tell both our stories and our patients' stories.
- When commenting on a proposed rule or regulation take the opportunity to share some information about yourself, the services that you provide, your practice setting and the patients that you serve. It is also important to include information on your background and expertise on the matter that you are commenting on. Lastly, it is important to address some of the specific information in the proposal and explain how it impacts your profession and the patients that you serve.

Example of Template Letter:

Date:

Name/Title of who the letter is being addressed to and their affiliation or organization.

Re: (Proposed Regulation or Rule)

Dear [Title/Last Name]:

I am writing in response to [Proposed Regulation or Rule].

Have an introductory paragraph about yourself (profession, expertise on the topic, the services that you provide, practice setting, the patients that you serve).

Address some of the specifics of the proposal and explain why and how this proposal impacts you and your patients.

Provide a conclusion and thank you for the opportunity to comment on the proposed regulation or rule.

Sincerely,

[Name/Title]

[Contact Information]