

[Your name, address, city or use agency or personal letterhead]

[Date]

The Honorable **[State Senator's name]**

Illinois State Senator

[Office address. [Available here.](#)]

Dear Representative or Senator **[Name]**,

This week – March 10th-16th – is National AmeriCorps Week, a weeklong event designed by the federal AmeriCorps agency to bring more Americans into service, salute current and past AmeriCorps members for the powerful impact of their service and thank community partners from the grassroots to the state and national levels for all they've done in making AmeriCorps successful.

In Illinois, the Serve Illinois Commission, housed in the Illinois Department of Human Services, leads AmeriCorps efforts in our state. 51,000 Illinois residents have served approximately 74 million hours and earned education awards totaling more than \$186.1 million. In the 2022-2023 program year alone, 11,300 Americans united to meet local needs, strengthen communities, and expand opportunity across 1300 locations in Illinois.

I am an AmeriCorps member at **[your host site]** and reside in your district. I began my service in **[cite the month]** and it has been a great experience for me and my host site. I am writing to thank you for your support.

As an AmeriCorps member, I've been involved with Literacy Volunteers of Illinois adult volunteer literacy program. We use trained volunteer tutors to help adult students improve their reading and writing skills, and/or learn English as a Second Language. All tutoring services are free. We are funded by Serve Illinois.

Through my AmeriCorps service, I have tutored **[insert #]** students, through both small group and one-on-one tutoring instruction, for a total of **[insert #]** hours. I tutor both Adult Basic Education and English as a Second Language students. I have also recruited **[insert #]** new tutors for our program. **[Cite anything else you do or have done.]**

I believe that service plays a large role in developing strong communities and I am proud to be a part of that along with you. I encourage you to support the efforts of Serve Illinois in your role as a state legislator and as a community leader, and encourage young people, especially, in your district to consider joining AmeriCorps as it is a great way to gain experience and earn money for college. Enclosed is a flier with more information on the VOCAL program.

Sincerely,

[Your name]

[Your signature]

VOCAL AmeriCorps Member

[\[attach flyer\]](#)