



## City Letter Writing Campaign – Fund Senior Services

### INSTRUCTIONS

1. Senior Centers/Programs print out the following packet (3 pages total) for each senior that wants to participate. Print out in color so you can easily see who each letter goes to.
2. The packet has 3 letters noted at the top: 1) **Mayor de Blasio** 2) **Speaker Mark-Viverito** and 3) **their Council Member**. Each letter is translated in English, Spanish and Chinese. Letters are color coded with a different color banner at the top so you know who each letter is going to.
3. Seniors should sign the portion of each letter in the language they prefer and fill in the blanks with their info. Remember – each senior should sign a total of 3 letters.
4. **Collect the letters from all the seniors, organize into 3 piles (Mayor, Speaker and Council Member) and mail 3 bulk envelopes to:**

#### **The Honorable Mayor Bill de Blasio**

City Hall  
New York, New York 10007

#### **Speaker Melissa Mark Viverito**

250 Broadway, Suite 1856  
New York, New York 10007

#### **Council Member (fill in your Council Member’s name)**

250 Broadway  
New York, NY 10007

5. Our goal is to get as many letters as possible so we can make a big announcement at our May 3 Advocacy day – **please try to send letters by Friday April 28.**
6. Complete the portion below and send to LiveOn NY so we can measure our impact by tracking the number of letters sent. You may also send this info via email to Katelyn Hosey at [khosey@liveon-ny.org](mailto:khosey@liveon-ny.org) Questions? Call Katelyn at (212) 398 6565 x. 244

-----  
Tear off and email to [khosey@liveon-ny.org](mailto:khosey@liveon-ny.org) or mail to:

LiveOn NY, 49 West 45<sup>th</sup> Street, 7<sup>th</sup> Floor New York, NY 10036 Attn: Katelyn Hosey

Name of Senior Center \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name/Email: \_\_\_\_\_

Number of Participants that Signed Letters: \_\_\_\_\_