Format of Letter to the Interim Joint Committee on Ways and Means

(*add to agency’s electronic letterhead*)

Attachment D-1 (Interim Joint Committee on Ways and Means)

**Date**

The Honorable Senator Elizabeth Steiner, Co-Chair

The Honorable Representative Tawna Sanchez, Co-Chair

Interim Joint Committee on Ways and Means

900 Court Street NE

H-178 State Capitol

Salem, OR 97301

Dear Co-Chairs:

**Nature of the [Emergency/Request]**

Describe the reason for appearing before the interim Joint Committee on Ways and Means, include a precise statement of the action being requested.

**Agency Action**

Describe in detail what actions you have taken to prepare for, offset, or mitigate the emergency, or the need for Joint Committee on Ways and Means action.

**Action Requested**

Describe precisely what you want the interim Joint Committee on Ways and Means to do. Include precise expenditure limitation and appropriation dollar amounts and number of positions/full-time equivalency/classification information.

**Legislation Affected**

Cite the appropriate agency ORS statute, appropriation bill, chapter law, and section to be revised if request is approved.