Writing a Letter Introducing and Asking for Support for Your Protein For All™ Program

The following outlines the components and some draft text for a letter introducing Protein for All and asking for support for starting or continuing your program. Feel free to use it for ideas, or simply cut and paste the text into an email or onto your letterhead. The yellow highlighting in [brackets] indicates information for you to customize. We recommend that you keep the letter or initial email very high level and no more than a single page. You can attach the two page summary for supplemental information.

Dear [Judge, administrator, supervisor, or other]

* **Introduction:** [Briefly introduce yourself and state the purpose of your letter.]
* **Request:** I would like to introduce you to the Protein for All program and ask for your support.
* **Justification (Optional):** Attached is a two-page summary of the Protein for All program. As outlined in the summary, the program's goal is to provide snacks containing protein and carbohydrates to individuals involved with the judicial system, including lawyers, judges, and administrators.
* **Rational:** The rationale for the program is multifaceted. We are currently facing an unprecedented number of individuals suffering from mental health conditions, with food insecurity being a significant immediate driver of emotional dysregulation. By providing food before people meet with their lawyers or judges, we can reduce the incidence of incivility and emotional dysregulation. This, in turn, allows individuals to be more composed and less emotionally reactive, thereby decreasing the burnout and secondary trauma experienced by court system employees. Furthermore, providing food is a compassionate act. On a relative cost scale, this program is low-cost and high-reward for both the public and judicial officers.

Additionally, studies have shown that decision-making deteriorates as time passes without eating. Access to food will help lawyers and judges perform at their best, reducing symptoms of burnout and secondary trauma, which ultimately lowers turnover rates.

* **Next Steps:** For our next steps, I would like to know your thoughts on initiating a program within our court. Additionally, we may need your support in modifying some of the rules within our culture here at [Name of Court]. Here are some of the obstacles to creating a Protein for All program: [select the ones relevant to your court and/or write your own]
	+ - We’re currently not allowed to have food in the lobby/waiting area/etc.
		- We’re currently not allowed to have food in the courtroom
		- We need permission to email information to the defendants
		- We need permission to use the copy machine to share information about this program
* **Closing:** Recognizing how busy you are, [chose one of the following or create your own version that suits your situation]
	+ I will reach out by [date]
	+ I would like to invite you to participate in a preliminary meeting about Protein for All on [date]

Thank you for your time and consideration.

[Use a closing phrase like "Sincerely" or "Best regards," followed by your signature (if sending a physical letter), and your typed name and position Include your contact information underneath your name.]