[DATE]

Marilyn A. Sanders, Regional Director

US Census Bureau

Chicago Regional Census Center

175 W. Jackson Boulevard

Chicago, IL 60606

**[NOTE: Replace highlighted text with your own text or delete it.]**

Dear Ms. Sanders:

This letter confirms the establishment of a complete count committee (CCC) for [name of community, organization, neighborhood, or other entity that is starting the CCC or the community for which the CCC is founded]. This CCC [give the name of your CCC if you have one] works to raise awareness and encourage participation in the 2020 Census among [describe community, organization, neighborhood, or other group of people or geographic area where you’ll be focusing your efforts.]

This CCC is led by [describe your leadership; name individuals or organizations if appropriate] and includes [number] members, including [what kinds of people? Residents of a particular neighborhood or housing community? People who represent particular communities, **for example**, ethnic or linguistic communities? People with a particular professional interest in the census, like business people or demographers?].

We recognize that a complete, accurate census count is necessary for equal political representation, fair distribution of federal and state funding, and sound planning and investment. It requires extensive work to increase awareness about the census and motivate residents to respond.

[Describe why this effort is important for your community, organization, geographic area, or professional area. **For example**: “This work is especially critical in Ramsey County and Saint Paul, which are home to large populations of people who, historically, have been disproportionately undercounted, including people of color, low-income households, students, non-English speaking people, and immigrants. Predicted mail response rates show that broad areas of Ramsey County and Saint Paul are at risk of being undercounted in 2020. Over half of the county’s census tracts have predicted mail response rates lower than 80%, while ten tracts within Saint Paul have predicted census response rates of less than 70%. These predicted rates are lower than the county’s 2010 overall mail response rate of 82%.” [Your paragraph doesn’t have to be this long, but it’s good to show why your work is important.]

[You could also describe how your CCC will improve response rates, **for example**: “This CCC provides the opportunity for close coordination and collaboration and enables us to use our resources most efficiently. CCC members collaborate on a variety of community engagement strategies to promote census participation, particularly in areas and communities that are historically undercounted and at risk of being undercounted in 2020.” You may also want to describe the structure of your CCC as well, **for example**: “There are currently seven subcommittees, including Immigrants and Refugees, Renters, Education, Business, Seniors, Homeless, and People of Color.”]

We look forward to continuing to work with the Census Bureau, particularly our local Partnership Specialists, to achieve a complete count [in what area or among what group of people]. If you have any questions about our CCC, please do not hesitate to contact [contact information of CCC leaders/coordinators].

Sincerely,