



California Council
for Adult Education

California Council for Adult Education

April 11, 2025

Legislative Committee 2025-2026

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Office of the Honorable XXXX XXXX
State Capitol Swing Space – Suite XXXX
Sacramento, CA 95814

Dear <Assembly Member or Senator XXX>:

California Council for Adult Education (CCAIE) makes annual visits to Sacramento to speak with legislators on current issues that affect our members, education, and California’s adult population.

During our recent visit on <INSERT DATE>, we had the opportunity to speak with <YOU or YOUR STAFF MEMBER - name if you have it> about ... UPDATE
REMAINDER OF PARAGRAPH TO INCLUDE CURRENT LEGISLATION AND ISSUES YOU
DISCUSSED DURIN THE MEETING THAT OCCURED.

I wish to express our thanks for the time and attention that was given to us during our visit.

The California Council for Adult Education is greatly appreciative of the commitment <Assembly Member or Senator XXX> has shown towards adult education and we look forward to their continued support in the future.

Thank you.

Respectfully,

YOUR NAME
CCAIE XXXX Section
Tel: (XXX) XXX-XXXX