

Public Policy Liaison Briefing

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Briefing on Public Policy Issues

Introduction

Dear [Insert Recipient's Name],

We are writing to provide an update on pertinent public policy issues affecting our association. This briefing aims to ensure that our members are informed and prepared to engage with policymakers.

Key Issues

- **Issue 1:** [Brief description of Issue 1]
- **Issue 2:** [Brief description of Issue 2]
- **Issue 3:** [Brief description of Issue 3]

Action Items

1. [Action Item 1]
2. [Action Item 2]
3. [Action Item 3]

Conclusion

We appreciate your attention to these important matters. Please feel free to reach out with any questions or if you require further information.

Sincerely,

[Your Name]

[Your Position]

[Your Association]