

SAMPLE LETTER,

The [California Commission on Disability Access](#) (CCDA) is committed in helping business and commercial property owners learn about their responsibility to operate ADA compliant establishments. It is our goal to decrease access lawsuits that businesses face by providing them with the appropriate tools to succeed in their communities.

In an effort to expand collaboration with local business districts within the state, CCDA invites your organization to get involved with our Education and Outreach Committee, a committee that is dedicated to increasing access compliance awareness by networking with local governments and business liaisons.

Further, we would like to invite you or a representative from your organization to attend our virtual Education and Outreach Committee meeting on August 25, 2021, 1:30 – 3:00 p.m. If you are interested, I have blocked **DATE AND TIME** to speak with our Executive Director Angela Jemmott prior to the committee meeting to discuss this opportunity and to answer any questions you may have. Does this date and timeframe work? Let me know as soon as you can so I can reserve your time with Director Jemmott.

Also, feel free to take a look at our [website](#) to see the various educational tools and resources that been published by this committee. We look forward in learning how CCDA and **BUSINESS LOCATION** can partner together to help businesses become accessible for all.

Sincerely,

TARGET REGIONS:

Primary focus is on the coastal, central, and northern regions of the state. This in an effort to encompass more of the state and have a deeper knowledge pool.