

## Writing an Effective Advocacy Letter:

### Key Points:

- Be clear, concise and polite.
- Identify yourself as a stakeholder.
  - Do you represent a larger group?
- Present the problem, support it with facts, and add a personal story.
- Propose a solution.
- Offer to answer questions.
- Thank them for their time.

### Structure:

- Your information
- Recipient information
- Introduction
- Problem
- Facts and reasoning
- Personal story
- Call to action
- Closing - Thank You
- Contact info
- Signature - respectfully, sincerely or appreciate your consideration

### Tips:

- Polite and respectful
- Focus on one issue
- Keep it brief - typically one page
- Simple language - readers may not understand technical jargon
- Personalize - how, why it affects you
- Be specific
- Proofread and Review

Letters can be emailed to

[justin.touchstone@dopl.idaho.gov](mailto:justin.touchstone@dopl.idaho.gov) and [amanda.lee@dopl.idaho.gov](mailto:amanda.lee@dopl.idaho.gov)

*indicate in the first line of your email or letter if you want it distributed to the board*

Letters can be mailed to:

DOPL - Building Code Board

PO Box 83720, Boise, ID 83720-006

## **SAMPLE LETTER 1 - General Support** *(feel free to edit and personalize)*

October 1, 2025

Justin Touchstone, Idaho Building Code Board

As the October 15<sup>th</sup> Board Meeting approaches, I wanted to offer my support for adopting the amended codes currently being considered. While my interest and involvement have been primarily the energy codes (2024 IECC), I think there's value in adopting the 2024 IBC, IRC and IECC as a package.

I've been part of the Idaho Energy Code Collaborative for over a decade, and we've been reviewing the 2021 and 2024 IECC codes since January of 2024. Through healthy debate and research, we feel that the amended version being proposed serves Idaho's changing needs. While Idaho has traditionally had some of the lowest utility rates in the country, these resources are not unlimited, and efficiency plays an important role as Idaho continues to grow at unprecedented levels.

Years of training, research and field studies prove that adopting energy codes specifically amended to Idaho produce increased levels of comfort, improved air quality and associated health benefits and significant energy savings.

I appreciate the time that IDOPL and the Building Code Board spend on vetting the codes and hope that our efforts to amend are sufficient to present to the legislature in January. Please let me know if you have any questions.

Sincerely,

[Your name]

[Company or who you represent]

[City]

[Cell phone or email address]

## **SAMPLE LETTER 2 - Issue specific with a focus on “not delaying”** *(feel free to edit and personalize)*

October 1, 2025

Justin Touchstone, Idaho Building Code Board

As the October 15<sup>th</sup> Board Meeting approaches, I wanted to offer my support for adopting the amended codes currently being considered. I understand there may be some reluctance to adopting the 2024 versions of the IBC, IRC and IECC but wanted to offer the following perspective.

After adopting the 2009 IECC in 2010, It took over 10 years to adopt the 2018 IECC. It's hard to calculate the hours spent reviewing and vetting 2012, 2015 and 2018 versions. During which time turmoil significantly increased between various stakeholders and industry participants. That turmoil extended to the legislature multiple times resulting in various changes in statutes and administrative rules.

The end result produced more of “us versus them” than a practical solution. Unfortunately, the code that was finally “approved” for Idaho wasn't different than what we had proposed amending for many years prior. Delaying it, versus amending it, only adds time for people to define areas of influence or control.

I know that “no codes are perfect” but we have legislative directives for amending codes and considerable flexibility in doing so. Our focus should be on what is the greatest benefit to homeowners with the least disruption between the parties trying to deliver that benefit.

I appreciate the time that IDOPL and the Building Code Board spend on vetting the codes and hope that our efforts to amend are sufficient to present to the legislature in January. Please let me know if you have any questions.

Sincerely,

[Your name]

[Company or who you represent]

[City]

[Cell phone or email address]