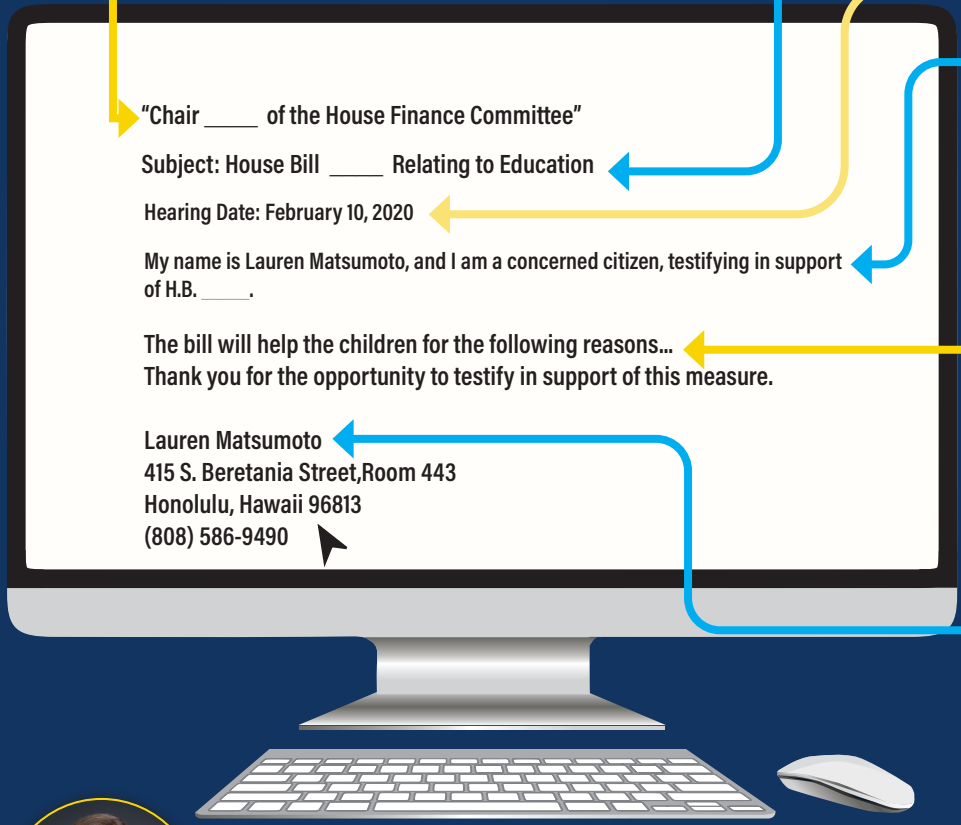


HOW TO WRITE A TESTIMONY

STEP 1 WHERE DOES THE LETTER GO? Address the chair and the committee in your letter.

STEP 2 WHAT'S THE SUBJECT? Address the House or Senate Bill Number. Every committee sees hundreds of bills every day so referencing the correct bill number is important.

STEP 3 HEARING DATE Add the most recent hearing date.



STEP 4 INTRODUCTORY PARAGRAPH Introduce yourself, state the bill, and indicate whether you support or oppose the bill.

STEP 5 EXPLAIN YOUR POSITION Explain your reason for your position. This may include facts and/or experiences.

STEP 6 YOUR CLOSING STATEMENT In your closing statement, clearly restate your position. Remember to include your name and contact information at the end of your testimony.



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