

Dear >>Town Name<< Town Council / Citizen Association / etc.

I am writing to increase awareness of the services available to all Fairfax area and City of Falls Church residents with disabilities. My name is Ben Gibbs, and I am the Vice Chair and a Representative At-Large on the Fairfax Area Disability Services Board (FA-DSB). The FA-DSB is an advisory body to the Board of Supervisors focused on the needs of people with disabilities. My colleague, Deborah Hammer, Representative of Mount Vernon District, and I want to expand our outreach to constituents in the Fairfax Area.

The major focus of the FA-DSB is the inclusion of people with physical and sensory disabilities in their communities. The FA-DSB fulfills its mission by: informing people about barriers to community inclusion; advising elective bodies on issues and policies including the Americans with Disability Act; assessing local services and service needs; catalyzing the development of public and private funding for services; monitoring compliance with federal, state and local disability law; developing linkages to improve service coordination and the array of services, and; advocating for the rights of people with disabilities.

We need to listen to and work with our constituents in fulfilling our mission. Expanding our reach is a challenge because the nature of our constituents' disabilities can make it difficult for them to be aware of and involved with our work. We know that you (serve constituents with disabilities/have members with disabilities) and look for ways to support them.

We would like to invite you to be a part of our outreach efforts. Can you advertise our events and distribute our products? Can we connect with the person responsible for your communication activities?

We are hopeful that by working together to reach people with physical and sensory disabilities we fulfill our mission as the FA-DSB, and we improve the lives of Fairfax area and City of Falls Church residents. We hope you can join us in our efforts.

Thank you for your time and attention; we look forward to working with you!

On behalf of the FA-DSB,

Ben Gibbs
Vice Chair
Representative at Large

Deborah Hammer
Representative of Mount Vernon District