**Sample Letter for Chair Jo Ann Emerson:**

PUT ON LETTERHEAD

March XX, 2012  
  
The Honorable Jo Ann Emerson  
Chair  
Subcommittee on Financial Services and General Government

House Appropriations Committee

U.S. House of Representatives

Washington, DC 20515

Dear Chair Emerson,

As the Chair of the House Appropriations Subcommittee on Financial Services and General Government, I am writing to request your support for critical microenterprise programs: the SBA Microloan Program, the Program for Investment in Micro-Entrepreneurs (PRIME), Women’s Business Centers (WBCs), Small Business Development Centers (SBDCs), and the Community Development Financial Institutions (CDFI) Fund.

PERSONALIZATION: Please be sure to include the work your organization does and the impact it has on entrepreneurship and supporting microbusinesses. If your numbers include businesses/individuals served, businesses started, assistance in growth, these are all important to show the connection between TA dollars and effective business counseling.

This month, the SBA reported that the demand for microloans continues to grow, reaching its highest level since 2005. Access to business assistance services is equally important. Investments in microenterprise development matter: 80% of small businesses that receive counseling and technical assistance from microenterprise development organizations (MDOs) are still in business after five years.  This compares to an overall five-year business survival rate of less than 50%.  Therefore, we are requesting the following FY2013 funding levels to meet the demand for microbusiness services:

* Microloan Program Lending: $25 million
* Microloan Program Technical Assistance: $20 million
* PRIME Program:                                            $8  million
* Women’s Business Centers                            $14 million
* Small Business Development Centers            $108.1 million
* CDFI Fund $221 million

*The Power of One in Three*, a report released by the Association for Enterprise Opportunity in 2011, shows that if just one in three microbusinesses hired a single employee, the U.S. would be at full employment.  This is a powerful statement, but it will require focusing on supporting entrepreneurs and providing them with critical capital, counseling, and technical assistance. To read a full a copy of this report, please visit: [www.AEOworks.org](http://www.AEOworks.org).

Thank you in advance for your consideration of these views.  If you have any questions regarding these requests, please feel free to me at XXX-XXX-XXXX.

Sincerely,