

## Instructions for a letter to save a Columbus Day observance:

- Letters should be addressed to the proper legislative body of the state, municipality or county in question.
- If there is a municipal or county council meeting, letters in support of statues should be addressed before the meeting takes place. If this is a statewide matter, this letter should be addressed to your local representative in state government.
- If petitions supporting the holiday's preservation have been collected, a copy of the petition should be attached to your letter.
- Letters should include, if possible, information about the Columbus Day's holiday's significance to your local or statewide community. This includes history of the observance, notable organizations who support the observance, and any other pertinent information that establishes the holiday's preservation as necessary to the local community, including statistics on the area's Italian American community if applicable.
- Information from the [KnowColumbus.org](https://www.knowcolumbus.org) toolkit can be attached to your letter for further reading to debunk claims against Columbus that have been perpetuated nationwide.
- We ask that a copy of your letter be sent to the following address or emailed in PDF format to [info@knowcolumbus.org](mailto:info@knowcolumbus.org).

