

SAMPLE
WAIVE PRESENTATION LETTER

Original on Letterhead, plus one additional copy.
Please list ALL bills being waived on one letter if possible.
Please hand letter to a Committee Assistant, DO NOT put in the Inbox.
Do not include 28.8s.

Date

Senator Anthony J. Portantino, Chair
Senate Appropriations Committee
State Capitol, Room 2206
Sacramento, CA 95814

RE: SB XX (Author) – Subject of the bill
SB YYY (Author) – Subject of the bill
SB ZZZZ (Author) – Subject of the bill

Dear Senator Portantino,

I hereby waive presentation on SB XX, SB YYY and SB ZZZZ scheduled for Monday,
_____.

Thank you.

Sincerely,

Senator or Assemblymember