[insert name &

address]

[insert date]

Dear [insert official’s honorific (Mayor, Council Member, Rep., etc.) + last name],

I’m a [insert name of your own/city] resident and a constituent who cares deeply about the environment and the impacts of light pollution on [town/city]. I would like to talk with you about creating a Lights Out program in our [town/city], to turn off unnecessary lights at [town/city] buildings and help convince residents and businesses to turn off their unnecessary lights at night to save energy and protect local wildlife.

A simple thing like turning off excess nighttime lights can make a big difference. It saves money, lowers our energy usage, lowers our carbon footprint, and can save wildlife, especially migratory birds. There is also evidence that decreasing light pollution can help lower rates of diseases like breast cancer and diabetes.

In June 2023, Gov. Lamont signed the “Lights Out CT” bill, [Public Act No. 23-143](https://www.cga.ct.gov/asp/CGABillStatus/cgabillstatus.asp?selBillType=Bill&bill_num=HB6607), a new law requiring all state-owned buildings to shut off unnecessary lights from 11pm to 6am year-round. The CT Office of Fiscal Analysis calculated that this law [will save Connecticut more than $1.3 million annually](https://www.cga.ct.gov/2023/FN/PDF/2023HB-06607-R010751-FN.PDF). At the same time, it will address our two biggest environmental crises: climate change and biodiversity loss.

Now, [cities/towns] like [insert name of your own/city] need to follow suit and pass rules requiring **unnecessary** lights at closed/unoccupied [city-owned/ town-owned] buildings to be turned off after 11pm too. Especially when it is estimated that more than 60% of nighttime lighting is either misdirected or unneeded.

Participating in Lights Out is simple. Participating towns/cities need to:

* **Evaluate nighttime lighting needs**.
* **Turn off unnecessary lights at buildings**, either within 1 hour of closing or between 11pm and 6am.
* **Install timers and/or motion sensors** wherever possible.
* **Dim necessary exterior lights by 50 to 75% after 11pm.**
* **Make sure external lighting is down shielded.**

Residents across Connecticut have seen the benefits of participating in Lights Out. Can I count on you to support and lead efforts to implement Lights Out here in [name of your town/city]? Can we set up a time to discuss a Lights Out program for [name of your town/city] or invite experts from Lights Out Connecticut or DarkSky International CT to present to our [Town/City] Council?

Thank you,

Sincerely,

[insert your name]

[insert your address]