[ Insert current date ]  
Dear [ Insert name of politician ],   
  
My name is [ insert your name ] and I am very concerned about the future of City College of San Francisco. Dean Mark Rocha promised to expand and grow City College of San Francisco, but is now in the process of cutting classes and college services such as library and computer lab hours. It has also come to my attention that while contracting the college on concerns of budget the administration has chosen to vote themselves a higher pay salary. I am extremely disappointed by this action as it goes against the principles of promoting education and learning to the students and community as a whole. I ask that you support the students and employees of City College by asking the administration and the Board of Trustees to vote no on a pay raise and to instead use that money to put towards classes and college services.   
  
Sincerely,   
[ insert your full name ]   
[ insert contact email ]