

Sample Communications to Candidates 2026

1. Sample letter asking if the candidate wants to be interviewed.



L-PAC Name/Number
Address
Phone Number

Date

Dear Candidate's Name:

I am writing on behalf of the members of L-PAC Name to determine if you are interested in participating in our candidate recommendation process for the 2024 elections. L-PAC Name represents the members of the Indiana State Teachers Association in House/Senate District ____.

L-PAC name will be conducting interviews on time, date, and place. Please contact Name at email and/or phone number to set-up an interview and request a questionnaire. You will need to complete a Candidate Questionnaire and go through the interview process with L-PAC name to be considered as the recommended candidate. Once L-PAC name concludes the interview process, they will send a recommendation to the state level PAC, the Indiana Political Action Committee for Education (I-PACE) for the final vote.

During the interview, I-PACE members will ask their questions of you and then, according to its policies and procedures, decide upon a recommendation for an endorsement. Once both the L-PAC and I-PACE concur in the recommendation, the candidates will be notified of the decision. A recommendation becomes "the property" of the candidate and any public announcements of the recommendation are driven by the recommended candidate.

Thank you again for your interest in our recommendation process. If you have any questions please do not hesitate to contact me at phone and/or e-mail.

Sincerely,

UD, PAC Chairperson, or UA
(On behalf of Name, ISTA UniServ Director or L-PAC Chairperson)

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2. Sample email from L-PAC inviting candidate to interview.

Date

Dear **Candidate**,

Please find attached an invitation to interview with the **LPAC Name** on **Date** at **Location of Interview**. A copy will also be mailed to you via first class certified mail, but we wanted to get this to you as soon as possible via email.

To indicate your interest, you may reply to this email or contact me at **phone or email** by **Day, Date**. We look forward to hearing from you and hope you can participate in an interview on **Date**.

Please don't hesitate to contact me if you have any questions. Thank you in advance for your timely response to this invitation.

Sincerely,

UD, PAC Chairperson, or UA
(On behalf of **Name**, ISTA UniServ Director or L-PAC Chairperson)

Sample Communications to Candidates 2026

3. Sample letter to candidate who has agreed to be interviewed and who will receive a candidate questionnaire.



L-PAC Name/Number
Address
Phone Number

Date

Dear **Candidate's name**,

Thank you for your interest in being interviewed, a necessary step towards becoming a recommended candidate. Your interview with the **L-PAC name** is scheduled for **time, date, and place**. Enclosed you will find the I-PACE Candidate Questionnaire that includes supplemental background information for context. Please complete the enclosed questionnaire and return it using the self-addressed envelope by **___date___**.

Your interview will last for approximately 30-45 minutes. The **L-PAC** would like you to be prepared to discuss your overall campaign plan/strategy, fund raising efforts, and how you see **the LPAC name** assisting your campaign.

We look forward to meeting with you. Should you have any questions, please contact **name** at **phone number and/or email**.

Sincerely,

UD, PAC Chairperson, or UA
(On behalf of **Name**, ISTA UniServ Director or L-PAC Chairperson)

Sample Communications to Candidates 2026



L-PAC Name/Number
Address
Phone Number

4. Sample letter to candidate not receiving the L-PAC recommendation.

Title, Name, Candidate
Indiana House District Number
Address

Dear Mr./Mrs./Ms./Dr. Name:

The Indiana Political Action Committee for Education (I-PACE) and local affiliates, including the L-PAC name were happy to meet with you and learn about your election bid for Indiana House/Senate District Number in the Month Primary/General Election.

Your willingness to be heard on the many issues facing public education is truly appreciated. We know that running for office is a rigorous commitment.

However, after much discussion, the Indiana Political Action Committee for Education (I-PACE) and local affiliates, including the L-PAC Name chose not to endorse you in the upcoming election.

We wish well in your campaign and look forward to working with you in the Indiana House/Senate should you be elected.

Sincerely,

Name
UD or L-PAC Chairperson

cc: L-PAC Name members

Sample Communications to Candidates 2026

5. Sample letter to incumbent candidate receiving the endorsement.



L-PAC Name/Number
Address
Phone Number

Date

Legislative Title Name
Indiana House/Senate District _____
Address

Dear Representative/Senator Name:

The Indiana Political Action Committee for Education (I-PACE) and local affiliates, including the L-PAC Name, are happy to endorse your bid for Indiana House/Senate District Number in the May Primary and the November General Election. As a previously endorsed incumbent, your voting record on public education issues led to this endorsement.

Please feel free to contact me at email and/or phone number, if there are things you would need local educators to do to assist in your campaign.

You are wished great success in the upcoming election.

Sincerely,

Name
ISTA UniServ Director

cc: L-PAC Name members

Sample Communications to Candidates 2026

6. Sample letter to endorsed candidate who has not been previously endorsed.



L-PAC Name/Number
Address
Phone Number

Date

Title Name
Campaign Name
Address

Dear Title Last Name:

The Indiana Political Action Committee for Education (I-PACE) and local affiliates, including **L-PAC Name**, are happy to endorse your bid for Indiana **House/Senate** District **Number** in the **May Primary Election and November General Election**.

Please feel free to contact me at **email and/or phone number**, if there are things you would need local educators to do to assist in your campaign.

You are wished great success in the upcoming election.

Sincerely,

Name
ISTA UniServ Director

cc: **L-PAC name** members

Sample Communications to Candidates 2026

7. Sample email to L-PAC members regarding letters sent to candidates.

TO: LPAC _____ MEMBERS (HOME EMAILS ONLY)

Letters (attached) have been issued notifying the candidates in HD/SD _____ (Candidates who interviewed) and/or HD/SD _____ (Candidate names of who were previously endorsed) of I-PACE's and LPAC _____s action regarding endorsement.

Please remember, these actions are strictly confidential, and any endorsement is the property of the candidate so please do not share this information.

Thank you for all that you do.