



NAAG Policy Letter Process

NAAG Contact: Suzanne Richards at srichards@naag.org

1. A request to circulate a policy letter is received by NAAG **from attorney general offices. The following criteria must be met before NAAG can circulate:**
 - The letter is sponsored by at least two Democrat and two Republican attorneys general.
 - The sponsors set a deadline of at least 2 weeks (10 business days) in the future for circulation.
 - The sponsors provide necessary documents including: a “Dear Colleague” letter and a draft letter to the respective party/parties.
 - i. “Dear Colleague” letter should be a summary of the letter that they are circulating. This letter should also include the e-mail address for each of the lead contacts to ask questions.
 - ii. NAAG will assist with formatting as requested.
2. NAAG compiles a sign-on packet including:
 - “Dear Colleague” letter
 - Draft letter
 - i. Once the draft letter is circulated, it cannot be changed – even grammatically. If any state should point out discrepancies, they should contact the lead states. Any changes made require an entirely new circulation. All signatures on the letter first circulated are considered “void.”
3. NAAG will circulate the sign-on packet to:
 - Attorneys General and all staff with sign-on authority designation
 - AGO Staff Policy Letter List – **If an office would like a staff member who is not an AG, CD/COS, or an EA to receive policy letter correspondence, please email [Suzanne Richards](mailto:Suzanne.Richards@naag.org) so they can be included.**
4. How to join the letter:

- Attorneys general or their designee will click the [link](#) in email. This [link](#) will be in the initial communication as well as all subsequent emails regarding the initiative.
 - ONLY AG staff with sign-on authority will have access to the site.
 - When the [link](#) is clicked they will be required to sign in to their NAAG account to reach the page with the sign-on letter where they will “confirm” or “reject” for their jurisdiction, listing their name, email address and title for our audit trail.
 - Each state and territory is listed.
 - **New AGs:** For the first letter you join, please send the AG’s signature (.jpg or .png). Your name, as you want it shown, should appear beneath it – Example: Jane Doe vs. Jane H. Doe Jr. This should be sent to Suzanne Richards and Lisa Jeter (srichards@naag.org; ljeter@naag.org) for use on all future initiatives joined by your jurisdiction.
5. At deadline:
- Letter does not reach 36 signatory states: the letter is returned to the sponsoring state contacts with sponsoring state AG Seals in the header and all signatures for signatory states added. The individual states are responsible for disseminating as needed. The [link](#) on the website is made inactive and NAAG’s role in the letter concludes.
 - Letter reaches 36 signatory states: the letter will be placed on the official NAAG letterhead. NAAG Communications will coordinate any press releases with all signatory states. NAAG will then electronically send the letter to the appropriate recipients on behalf of the signatory offices.

Ver. May 2026