



## Public Comment Template

To help motivate and facilitate engagement in this critical rule-making process, NYCU has created a public comment template to help write and submit your comments. To see an example of a finalized public comment, check out our most recent letter to OCM responding to their suggested conditional retail license regulations - [NYCU Conditional Adult Use Retail Dispensary Comment Letter](#)

### Where to Direct Questions or Comments To OCM:

By email: [regulations@ocm.ny.gov](mailto:regulations@ocm.ny.gov)

By mail: [New York State Office of Cannabis Management, PO Box 2071, Albany, NY 12220](#)  
General questions regarding the Office of Cannabis Management: call 1-888-626-5151  
or email [info@ocm.ny.gov](mailto:info@ocm.ny.gov)

For the medical cannabis program, call [844-863-9312](tel:844-863-9312) or email [medical@ocm.ny.gov](mailto:medical@ocm.ny.gov)

For the cannabinoid hemp program, call [866-697-4367](tel:866-697-4367) or email [hemp@ocm.ny.gov](mailto:hemp@ocm.ny.gov)

**[copy and paste the text below into an online word processor such as Google Docs, fill in your own replies, and email or print, and mail to the Office of Cannabis Management directly]**

**[DATE]**

New York State Office of Cannabis Management  
PO Box 2071  
Albany, NY 12220  
Re: [Docket ID, Document Title]

Dear **[REDACTED]**:

Thank you for the opportunity to comment on **[Document Title]**.

**I am... 1-2 sentences introducing yourself and your credentials, as they relate to the comment you are writing.**

OR

**On behalf of [NAME of coalition/organization/agency], we are submitting comments in response to**

The Office of Cannabis Management [Document Title] published in the [Publication Title] on [Date].

I would like to... [raise concerns / inform you of new information / provide supporting evidence] regarding [Document Title]:

1. [1 sentence describing first major point]
2. [1 sentence describing second major point]
3. etc...

#### [First major point]

A short paragraph supporting your first point. Include references to literature cited in the bibliography.

#### [Second major point]

A short paragraph supporting your second point. Include references to literature cited in the bibliography.

In summary, [1-2 sentences summarizing your comment]

#### BIBLIOGRAPHY

List of articles, documents, studies, or other sources you would like regulators to review.

Sincerely,

[Your Name]

(NAME of coalition/organization/group that you represent)