

General Sample Letter or Email

***** Keep email messages under 500 words and letters to one page*****

[Date]

[Your Name & Address]

[Legislator's Name with Title (Representative, Senator)]

[Legislator's Address]

Dear [Title (Representative, Senator)] [Last Name]

1st Paragraph: State your title or organization you are with. State your issue in one concise sentence.

2nd Paragraph: Tell the legislator about the issue. What is the issue? Why is it an issue? Why is it important?

3rd Paragraph: Connect the issue to a wider fact or a statistic. For example, how does it impact your community? Provide examples.

4th Paragraph: Be specific about the actions that you want taken and when? What will be the outcome of taking this action?

Thank the legislator for taking the time to read your letter. Request a response.

Sincerely,

[Your Name, Title, Intuition]

[Contact Details: Email Address, Phone Number]