

WRITE TO YOUR ELECTED OFFICIAL

A TEMPLATE



[Your Full Name]
[Your Address]
[City, State, ZIP Code]

[Date]

The Honorable [Senator/Representative/Mayor] or Council Member [Full Name]
[Elected Official's Title]
[Elected Official's Address]
[City, State, ZIP Code]

Dear [Senator/Representative/Council Member + Last Name],

Introduction

My name is [Your Full Name], and I am a constituent from [Your City or District]. I am writing to express my thoughts on [Issue or Bill Number]. As someone who resides in your district, I believe it is crucial for you to understand my perspective on this matter.

Explanation of the Issue

[Issue or Bill Number] is important to me because [Personal or Professional Reason]. Here are a few key points that highlight why I support/oppose this issue:

- **Point 1:** [Explain the first reason, including any relevant personal experiences or professional insights].
- **Point 2:** [Explain the second reason, focusing on how it affects your community or district].
- **Point 3:** [Explain the third reason, emphasizing any broader state or national implications].

Request for Action

I respectfully request that you [Specific Action, e.g., support, oppose, or cosponsor Bill Number]. I believe this action will [Explain how this action benefits your district or the nation]. If you have any questions or would like further information, please do not hesitate to contact me.

Thank you for your time and consideration. I look forward to hearing about your stance on this issue.

Sincerely,
[Your Full Name]
[Title, if applicable]

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TIPS FOR WRITING THE LETTER



KEEP IT CONCISE

Limit your letter to one page.

BE RESPECTFUL

Use a polite tone throughout.

INCLUDE PERSONAL DETAILS

Share how the issue affects you or your community.

SPECIFY THE ACTION

Clearly state what you want the elected official to do.

IDENTIFY THE CORRECT ELECTED OFFICIAL

Determine if the issue is local, state, or federal to contact the appropriate representative.

PROOFREAD

Ensure there are no typos or grammatical errors.

USE PROPER SALUTATIONS

Address the elected official correctly.

INCLUDE CONTACT INFORMATION

Provide your full name, address, and contact details.