

# Sample Letter

## Sample Letter:

The Honorable \_\_\_\_\_  
U.S. Senate  
Washington, D.C. 20510

(OR)

The Honorable \_\_\_\_\_  
U.S. House of Representatives  
Washington, D.C. 20515

Dear Senator \_\_\_\_\_, (OR) Dear Representative \_\_\_\_\_,

1. The first paragraph of the letter should contain your purpose for writing the letter. If your letter pertains to a specific piece of legislation, identify it according to its House bill number and/or the Senate bill number. This way, they know exactly what you're talking about.
2. Include information that supports your position and how the proposed legislation or issue affects you personally. The letters should offer solutions and fixes to the problem.
3. Always ask the senator or representative for something. This can be support of a certain bill, co-sponsorship of a bill, or you may want the legislator to introduce legislation.
4. Thank the senator or representative for something. You can thank them for their time, their effort, or for their support of legislation.
5. Be courteous, to the point, and try to keep the letter to one page.
6. Your name and address must be included so that you may receive a response.

Sincerely,

Your Name

