

Sample letter you can use to write your Legislator or State Representative

Your name

Address

Date

The Honorable First & Last Name

Address

Dear Representative/Senator/Congressman or Congresswoman Last name:

1st Paragraph: Let the reader know what your concern is. Tell your personal story.

2nd Paragraph: You need to let the reader know the importance of your concerns and any impact the concern may have on the community.

3rd Paragraph: Thank your reader for taking the time to read your letter and make sure you re-state your concern. Provide a way for him to respond to you letter. Always add that you look forward to hearing their response on the issue. Now they know you expect an answer.

Sincerely,

Your Name

Your Address

Phone number

Email address