

Sample Letter to Your Elected Official

Full Name
Address Line 1
Address Line 2
Phone Number

Today's Date

The Honorable (Official's name here)
Role of the Official
Office Mailing Address

Dear (Elected Official's Name):

Paragraph One: Opening Statement. The opening statement is a good place to state that you are a constituent. You should also identify the reason you are writing your letter and your hopes from the official. If you have a specific bill you would like your official to act upon, request their action in regards to that bill.

Paragraphs Two and Three: Use these paragraphs to clearly discuss the issue as it relates to you and your community. These paragraphs should use a combination of facts, research, and personal stories to support the points you are making. These paragraphs should present information that is personalized and poignant.

Paragraph Four: Specifically identify what you are asking from the legislator that you are writing. (ex. I urge you to support (your issue here) by voting in favor of XXXX this session. You do not have to identify a particular piece of legislation, but you can if you are aware of one that addresses the issue at hand.

Checklist and Hints for Writing an Effective Letter

General Form and Structure

- _____ Your mailing address (in the district) is listed on the top right-hand side.
- _____ You address the letter to the elected official using proper protocol.
- _____ The letter is no more than one full single-spaced page in length.
- _____ You have closed and signed the letter at the bottom.

Content

- _____ The first paragraph informs the elected official of who you are and the purpose/topic of the letter. Mention that you are a constituent.
- _____ The second and third paragraphs use stories, facts, and research to support the points you are making.
- _____ The second and third paragraphs present information that is personalized and poignant.
- _____ The fourth paragraph specifically identifies what you are asking from the legislator that you are writing.