

## 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.