

Letter Writing Template

The Honorable (Name of Senate or House Representative)
Address
City, State, Zip Code

Date

Dear Senator/Representative _____,

1. My name is

2. I am writing about

3. This issue is important to me because

4. I think this problem could be resolved by

5. Thank you for

Sincerely,

(Your Name)
(Your Address)
(Your Phone Number)

Key:

1. **INTRODUCE** yourself
(your name, organization,
club, area...)

2. Describe the
PROBLEM in one or two
sentences (**WHO** or
WHAT is affected by the
problem)

3. Explain **WHY THIS IS
AN IMPORTANT
ISSUE OR PROBLEM**
(give 1-2 reasons)

4. Explain your
SOLUTIONS for
resolving the problem and
suggest an **ACTION** to be
taken to reach your
solution (give 1-2
concrete **ACTIONS** to be
taken)

5. End on a **POSITIVE**
note: thank the person for
his/her time and
consideration. You can
repeat your point or issue
if you want.



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