

[DATE]

Your Name i.e. John Doe  
Your Job/Organization (if affiliated with one)  
Address, State, Zip

The Honorable [SENATOR OR REPRESENTATIVE'S FIRST NAME, LAST NAME]  
OFFICIAL'S ADDRESS LINE 1  
OFFICIAL'S ADDRESS LINE 2  
State, Zip

Dear [\*CHOOSE ONE\*] Senator / Representative [LAST NAME]:

---BODY of LETTER ---

1. State your relationship to the Senator/Representative (constituent)
2. Concentrate on single issue
3. Be factual
4. Give Justification
5. Be personal
6. Be specific of what you want
7. Request a response

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Sincerely,

Full Name  
Title (if applicable)

\*NOTES: If writing to the Governor, substitute Governor for the titles above. Handwritten letters garner more attention.