

## Sample Letter For Writing Senators and Members of Congress

This is to be used as a guide, you must put your request in your own words. When done with your letter, check the grammar and the spelling, and reread it to make sure you've clearly stated your thoughts.

You can copy the text out of this page and paste it into your word processing software

Address Header for writing a Senator
[Date]
Honorable [ Full Name Senator]
Dear Senator [Use last name only]:

Address Header for Writing a Member of Congress
[Date]
Honorable [Full Name Delegate]
Dear Delegate [Use last name only]:

I am writing to you requesting your support with regard to HB 1230 authorizing fraternal organizations such as the ELKS of which I am a member for [fill in details] at Lodge [fill in # of years]

(If this is regarding legislation, outline what you know of the current legislation regarding your issue and how it will help your Lodge asking your representative to support it.)

(If the letter is in regards to suggesting legislation currently on the floor then explain your views and opinions and why you think they are beneficial) Needless to say passage of HB 1230 is very important to me (explain why in your own words).

As your constituent, I request that you support this bill to allow the Elks the same privilege as awarded to the Service Organizations.

I wish to thank you in advance for your anticipated support and anxiously await your reply.

Sincerely;

[NAME - typed in capital letters]

[Your Address]