**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**

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

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

I am writing to you requesting your support with regard to (tell him/her why you are writing).

(If this is regarding legislation, outline what you know of the current legislation regarding your issue and how it is/is not helping the situation you are asking your representative assistance with.)

(If the letter is in regards to suggesting legislation or about bill's that are currently on the floor then explain your views and opinions and why you think they are beneficial or detrimental) Needless to say passage (or the defeat) of this provision is very important to me (explain why in your own words).

As your constituent, I request that you (explain what you are asking your representative to do)

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

Sincerely;

[NAME - typed in capital letters]

[Your Address]