**SAMPLE LETTER TO YOUR SENATOR**

You may write any Member of the Senate or House at:

Mailing List [(see Word .docx)](http://www.scstatehouse.gov/html-pages/senoff.docx)

The sample letter below is provided to show the correct format for addressing your State Senator. It is impossible to provide one letter that would meet the needs of all students; so, you will need to personalize your letter to address your concerns or issues regarding legislation. Please use the left-hand column as a guide for the format, but make the letter unique to your needs!

|  |  |
| --- | --- |
| **Return Address****Date****Senator’s Address****Salutation****Introduce yourself: your name, address and Lodge and where you are a constituent****Why are you writing your Senator?** **Ask for a response** **Thank your Senator for his/her time****Closing with your name** | Your NameAddressCity, State, Zip Code[Insert Date]The Honorable [Insert Senator’s/Delegates Name]Dear Senator [Insert Last Name]:My name is [Insert Your Name] and I reside at [Insert Your Address] in [Insert Your City], I am writing you to ask that you help support the Gaming Legislation which will allow parity for the Fraternal Organizations on the Western Shore with the Service Organizations.. **[Be specific with your suggestion, idea or request. If you are writing about a specific Bill, include the Bill Number -** **for example, specifics for this will be provided to you by me.** I appreciate your help and ask that you please send me a response letting me know if you are able to pass a Bill that would make this possible..Thank you for your time and considering my request.Sincerely,[Insert Your Name] |