

Sample Letter for contacting an elected official

[Month, date, year]

[Elected official]

Proper title (see

<http://guidetogov.org/ca/state/overview/contacting.html#2>)

Complete Mailing address

Dear [Elected official],

I am writing to you [in support of/to express my concerns about] [bill name and number or issue].

I live in [your State, your city, or your neighborhood] and this issue is very important to me because [explain how this issue will make a difference for you and those you know.]

I am also concerned about this issue because [explain how this issue might make a difference for your community, your city, your state, or your country].

This is why I encourage you to [support/oppose] [bill name and number or issue]. I hope that you will [write a last sentence that shows your strong feelings about the issue.]

Sincerely,

Your Name

Your Street Address

Your Apartment Number (if you have one)

Your City, State, Zip Code