

## Sample Letter

Your Street Address  
Your City, State, Zip Code  
Today's Date

Your Legislator's Name (see chart below)  
Your Legislator's Street Address  
Your Legislator's City, State, Zip

Dear (Insert Title, using chart below for guidance):

I am writing to (Insert support or oppose) the proposal to (Insert issue).

This proposed legislation would ... (insert information on why you support or oppose the measure. Remember to be courteous and respectful, not confrontational. Describe how the issue affects you and, whenever possible, include facts and examples to support your position. Personal experience can strengthen your position on the issue and encourage the legislator to listen more closely to your position.)

I urge you to (Insert oppose or support) this measure, and to let me know how you plan to vote on it. Please feel free to contact me if you have any questions.

Sincerely,

(Insert Your Signature)

Your First and Last Name

Use the chart below to determine the correct address format and salutation for your elected officials:

President of the United States	President John Doe The White House Washington, DC 20500	Dear Mr. President:
U.S. Senator	The Honorable John Doe United States Senate Washington, DC 20510	Dear Senator Doe:
U.S. Representative	The Honorable John Doe United States House of Representatives Washington, DC 20515	Dear Representative Doe:
Governor	The Honorable John Doe State Capitol City, State and Zip Code	Dear Governor Doe:
State Senator	The Honorable John Doe (State) State Senate Capitol City, State and Zip Code	Dear Senator Doe:
State Representative State Assemblyman/woman	The Honorable John Doe (State) House of Representatives/Delegates or (State) Assembly Capitol City, State and Zip Code	Dear Representative Doe or Dear Assemblyman/woman Doe:
Mayor	The Honorable John Doe Mayor of (City) City, State and Zip Code	Dear Mayor Doe:
City or County Legislator (Various Titles)	The Honorable John Doe Name of City or County Office of Address at Town Hall Or County Office City, State and Zip Code	Dear Freeholder Doe: Dear Commissioner Doe: Dear Alderman/woman Doe: Dear Selectman/woman Doe: Dear Councilman/woman Doe: