

Letters to Government Officials Outline

Your Name
Your Address
City, State Zip

Date

The Honorable (insert full name of recipient)
Address
City, State Zip

Re: (brief description of letter content)

Dear [Representative or Senator](insert last name):

Introduction

- Identify yourself
- Explain your connection to the legislator, (e.g. where you live or your business/organization is located)
- Briefly reference your occupation, business or organization (include the number of people you employ)
- State the purpose of your letter

Explanation of Letter

- Explain why you are making this request
- Give examples of services you provide or that are provided to you
- Give facts, figures, personal experiences and anecdotes that support your position
- Explain how losing these services would affect you or the community

Closing

- Establish yourself as a resource
- Restate your purpose
- Thank the legislator for his or her consideration of your position

Sincere regards,

(sign your name)

(note attachments if you have them)