

Draft Letter

The Honorable [Name of Senator or Representative]
United State [Senate/House of Representatives]
Washington, DC [appropriate zip code for Senate (20510) or House (20515)]

Dear [Senator/Representative _____]:

As a concerned citizen in your district, I write to bring to your attention the important issue of [issue]. I strongly support / oppose efforts to [fill in your position here] I urge you to [fill in specific action requested here].

Include a paragraph on the issue, outlining:

- Why it's important to you or your agency
- Impact on the Congressional District

As Congress develops proposals to address these concerns, I urge you to [reiterate request here].

Thank you for your attention. I look forward to hearing from you soon.

Sincerely,