Dear Representative LAST NAME,

Introduce yourself with your name and city to identify you as a constituent. Also provide any relevant credentials.

*Example: My name is (name) and I reside in (city, state).*

Explain why you are writing your Representative. Be specific with your request. If you are writing about a particular bill, include the bill number and [link to the bill](https://www.congress.gov/).

*Example: The legislation addressing (concern, issue, or bill number) is of great interest to me because I am (affected, a parent, a teacher, a business owner, etc.). This issue directly impacts (my work, my students, your constituents, etc.). I am primarily concerned about (be specific, indicate a particular section) because (be clear and concise, provide support).*

Ask for a follow-up.

*Example: Your support of (bill number) would greatly impact our community. I would be happy to continue this conversation with you or one of your staffers and provide further support for my request.*

Provide thanks and remind them why your viewpoint matters.

*Example: Thank you for your consideration. I believe it is paramount that this legislation (pass, fail, or be amended) to ensure (what you want changed/to remain the same).*

Respectfully Submitted,

NAME

ADDRESS

PHONE

EMAIL