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Letter to a Politician | Template and sample

Date

The Honorable _____

Office Address

Name of Political Institution

City, State, Zip

Dear Representative/Senator _____,

As a father/mother/relative and a constituent, I urge you to support <insert your query being very clear, with a powerful message and never forgetting to mention the name of your group you are advocating for>. <Here you could explain and introduce more details about your group/association to the recipient, inserting a summary of the activities of your group and the benefits achieved for your members>. <Recent actions, such as those listed below, are a direct result of robust funding for the XXXX/intensive measures/activities carried out>.

- <The first mention should reference the last activity/event in order of time you carried out in support of your group. It is good to be synthetic>.
- <Here and in the following points, you could list other main information which is useful the Public Representative/Officer would be aware of. If you have data or statistics to bolster your argument, this is a good place to use them>.

<Explain your ties to the issue. In other words, why are you speaking out about the subject? The subsequent paragraphs should further explain your issue and why He / She as public representative should care about it>.

<In your concluding paragraph, recap your point, reiterate your call to action, and include specific information on how He /She can get involved>.

<Thank you for your consideration and please feel free to contact me if you would like to discuss this issue further>.

Sincerely,

Your Name

Your Title

Your Address

Your City, State, Zip

Your Phone Number

