**SAMPLE LETTER TO YOUR REPRESENTATIVE**

The sample letter below is provided to show the format for addressing your State House Representative. You will need to personalize your letter to address your concerns or issues regarding legislation. The left-hand column is a guide to the format; you do not need to include that information in your letter. Make the letter unique to your needs and concerns.

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| **Return Address**  **Date**  **Representative’s Address**  **Salutation**  **Introduce yourself: your name, address and that you are a constituent**  **Why are you writing your Representative?**  **Ask for a response**  **Thank your Representative for his/her time**  **Closing with your name** | Your Name  Address  [Insert Date]  The Honorable [Insert Representative’s Name]  XXX  Dear Representative [Insert Last Name]:  My name is [Insert Your Name] and I reside at [Insert Your Address] in [Insert Your City]. I am [insert who you are].  I am writing you to ask that you XXXX.  **[Be specific with your suggestion, idea or request. If you are writing about a specific Bill, include the Bill Number]**  I appreciate your help and ask that you please send me a response letting me know XXX.  Thank you for your time and considering my request.  Sincerely,  [Insert Your Name] |