

Sample Outline: Letters to Legislators

Date

Dear Hon. [Legislator Name],

Paragraph 1: State what you want

- introduce yourself to the legislator. Are you a voter in his/her district? A constituent in his/her district. Or a concerned citizen who cares about how they vote?
- name the bill or issue you want to address, as well. Tell the legislator exactly what you want them to support or not support, as well as the bill number (if you have one)

Paragraph 2, 3, and 4: reasons why you should get what you want

- state, in 2-3 separate paragraphs, 2-3 separate reasons why what you want them to do is important.
- elaborate on each reason and include facts and figures, as well as personal stories or anecdotes to support your statement. The more persuasive you can be the better; this is where you try to convince the legislator to see the situation from your point of view.

Paragraph 5: Closing

- restate what you want the legislator to do, mention the name of the bill again, if you have one.
- thank the legislator for reading your letter
- include your contact information if you want them to get back to you on this issue.

Sincerely,

[signature]