**[DATE]**

The Honorable **[LEGISLATOR’S FULL NAME]   
[LEGISLATOR’S ADDRESS]**

RE: Request **to <SUPPORT/OPPOSE> <INSERT THE TOPIC OR BILL NUMBER, AUTHOR, AND SUBJECT>**

Dear **<REPRESENTATIVE/SENATOR/ETC.>** **<LAST NAME>**:

My name is **<YOUR NAME>** and I am writing to you as a constituent and **a <INSERT WHAT QUALIFIES YOU>**. I am writing to request that you **<SUPPORT/OPPOSE> <INSERT BILL OR TOPIC>.**

**<IN THIS PARAGRAPH, DISCUSS THE 3 MAIN REASONS WHY YOU SUPPORT OR OPPOSE THE BILL OR TOPIC.>**

**<PERSONALIZE THIS PARAGRAPH – HOW WILL THIS BILL/TOPIC IMPACT YOU OR YOUR COMMUNITY? IF POSSIBLE, INCLUDE A PERSONAL STORY. STATE RELATIONSHIP TO LEGISLATOR – DID YOU VOTE FOR THEM? DO THEY REPRESENT YOUR COMMUNITY?>**

In closing, I request that you **<SUPPORT/OPPOSE> <INSERT THE TOPIC OR BILL NUMBER>** for the **<INSERT A SHORT REASON WHY>.**

Sincerely,

**[NAME]  
[CREDENTIALS (Student, parent, community member, your occupation)]  
[ADDRESS]  
[PHONE NUMBER]  
[EMAIL]**