

Letterhead
(or just type your name and address)

Date

Name of the Reader

Title of the Reader (if he/she has one)

Address of the Reader

Salutation:

I would like to express my support for <H or S (based on House or Senate) ____, A Bill to (explain briefly the bill's purpose.....,> and request that the <list committee sending> give it a favorable report this session. <List specifically what you want the person to do.>

2nd Paragraph - State the most important facts that support your cause. You want this paragraph to explain the most compelling reasons for action.

3rd Paragraph - Talk about how the reader can make a personal difference. This paragraph should not just be facts, and should engage the reader in a personal way. You can refer to your request again here.

4th Paragraph - Thank the reader for considering your request, and provide information on how you may be reached.

Sincerely,

Your Name

Cc: List other parties of committee