

Letter Template

Your Name
Street Address
City, State Zip

Date

(Title) (First Name Last Name)
Street Address
City, State Zip

Dear (Title) (Last Name),

Paragraph 1: Introduce yourself. Tell your story here.
Things you might want to include:
Where do you live? Where are you from?
Do you have a spouse or children?
What do you currently do for a living? Or, what are you studying in school?
Don't forget to mention any community organizations that you belong to.

Paragraph 2: Clearly state the issue you are writing to address.
Tell them why it's important.
How does it impact your life, or your family member's life?
How does it impact your community?

Paragraph 3: End on a strong note. State the issue and action requested once again.
Tell them how their action will benefit or hurt the community. If you are writing an elected official regarding policy legislation, ask them to urge their party and their party's leadership to do the same.

Don't forget... Thank them for their support/attention to the matter!

Sincerely,

(Your Name)

*Note: When writing to a politician or elected official, remember to cc New Economics for Women, your local community/support groups, and local media outlets.