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| **To a Senator** | **To a Representative** |
| The Honorable [Full Name]   United States Senate  Washington, D.C. 20510 Dear Senator [Last Name]: | The Honorable [Full Name]   House of Representatives Washington, D.C. 20515 Dear Mr./Mrs./Ms. [Last Name]: |

**Purpose of Your Letter**

* Your purpose for writing should be stated in the first paragraph of the letter. If the letter pertains to a specific piece of legislation, identify it accordingly, e.g. House Bill: H.R. \_\_\_\_, Senate Bill: S \_\_\_.
* Be courteous, to the point and include key information, using examples to support your position.
* Address only one issue in each letter and, and if possible, keep the letter to one page.