|  |  |
| --- | --- |
| **To a Senator** | **To a Representative** |
| The Honorable [Full Name]  United States Senate Washington, D.C. 20510Dear Senator [Last Name]:  | The Honorable [Full Name]  House of RepresentativesWashington, D.C. 20515Dear 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.