



AmeriCorps Alums Chapter Letter/Fax Template



AmeriCorps Alums

[CHAPTER NAME]

Chapter Officers

[CONTACT NAME]
[CHAPTER POSITION]
[SERVICE PROGRAM/YEAR]
[PHONE #]
[EMAIL]

[CONTACT NAME]
[CHAPTER POSITION]
[SERVICE PROGRAM/YEAR]
[PHONE #]
[EMAIL]

[CONTACT NAME]
[CHAPTER POSITION]
[SERVICE PROGRAM/YEAR]
[PHONE #]
[EMAIL]

[CONTACT NAME]
[CHAPTER POSITION]
[SERVICE PROGRAM/YEAR]
[PHONE #]
[EMAIL]

www.AmeriCorpsAlums.org

[DATE]

[OFFICIAL TITLE OF ADDRESSEE]
[NAME OF ADDRESSEE]
[RECIPIENT ADDRESS]
[RECIPIENT ADDRESS 2]
[CITY, STATE ZIP]
SUBMITTED VIA FACSIMILE TO [RECIPIENT FAX NUMBER] ¹

[OFFICIAL TITLE OF ADDRESSEE] [NAME OF ADDRESSEE]:

[INTRODUCTORY PARAGRAPH. DESCRIBE YOURSELF, YOUR ORGANIZATION AND YOUR BACKGROUND. GIVE YOURSELF LEGITIMACY ON THIS ISSUE. TALK ABOUT AMERICORPS ALUMS AND WHAT WE DO. TALK ABOUT AMERICORPS AND MENTION SOME GOOD STATISTICS]

[MIDDLE PARAGRAPH. THE MEAT AND POTATOES. WHAT ISSUE DO YOU WANT TO ADDRESS? WHAT'S WRONG WITH THE WAY THINGS CURRENTLY ARE? GIVE SOME SUPPORTING EVIDENCE. WHAT'S THE SOLUTION TO THE ISSUE?]

[CONCLUSION. WRAP IT UP! IT'S THE CALL TO ACTION. WHAT DO YOU WANT THEM TO DO ONCE THEY'RE DONE READING THIS LETTER? REMEMBER ANY PERTINENT CONTACT OR DATE INFORMATION IF YOU'RE EXTENDING AN INVITATION.]

In service,

[SENDER'S NAME *Don't forget to sign your letter!*]

cc: [IF YOU'RE SENDING A COPY OF THIS TO ANYONE, ENTER THEIR NAMES HERE.]

¹ Only use this line if being submitted via fax.