

## Letterhead or your return address

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Find your senator [http://www.senate.gov/general/contact\\_information/senators\\_cfm.cfm](http://www.senate.gov/general/contact_information/senators_cfm.cfm)

Or representative [http://www.house.gov/house/MemberWWW\\_by\\_State.shtml](http://www.house.gov/house/MemberWWW_by_State.shtml)

Or U.S. Representative: [www.house.gov](http://www.house.gov)

Address envelope: Her Excellency, The Honorable (name)  
Governor, State of (name)  
Executive Chambers, The Capitol  
city and state

**Salutation:** Dear Governor (name): or Dear Sir/Madam:

Address envelope: STATE SENATOR  
The Honorable (name)  
State Senate  
Legislative Office Building  
city and state

**Salutation:** Dear Senator (name): or Dear Sir/Madam:

Address envelope: STATE REPRESENTATIVE  
The Honorable (name)  
State House of Representatives  
Legislative Office Building  
city and state

**Salutation:** Dear Representative (name) or Dear Sir/Madam:

Address envelope: The Honorable (Name)  
United States Senate  
Washington, DC 20510

**Salutation:** Dear Senator (Name)

Address envelope: The Honorable (Name)  
House of Representatives

**Salutation:** Dear Congressman/Congresswoman (Name) or Dear Sir/Madam:

I join with organization in writing to you about your support, commitment, views/position on legislation, bill number, name of the issue.

Summarize critical bill information.

Support above information with why, how, who, what

By supporting legislation with your vote, you can help patients, nurses, victims, the injured, children, elderly or other vulnerable population or issue.

Elected official, I want you to know that I support real change in the state. I believe you do too. For too long, I have watched other issues supplant this priority matter on the legislative agenda in the state capitol. It is time for the legislature to get serious about the issue. There is no more important or urgent issue.

I urge you to vote for this important bill.

Respectfully,

(Your name)