Letter to an Elected Official

Use when: you want to state support for or concern about a specific bill.

[Date]

The Honorable [Official's Name]
[Office Address]

Dear [Title] [Last Name],

I am a constituent residing in [City, State]. I am writing to [support / oppose] [Bill Number, Bill Title].

[State your reason in one or two sentences.]

[Describe how the bill affects you, your family, or your community.]

I respectfully ask that you [vote for / vote against / amend] this bill. Please reply with your position.

Sincerely,
[Your Name]
[Your Address]
[Your Email or Phone]

Review and edit this draft before sending. This sample is not legal advice.