

## **Sample Letter to Legislator**

*Your Street Address  
City, State, Zip Code  
Date*

*The Honorable (Insert Elected Official)  
Street Address  
City, State, Zip Code*

*Dear (Insert Elected Official),*

*Paragraph 1: Introductory paragraph. Introduce yourself, position and school. Include specific action you are requesting the elected official to take. (Example: Please vote NO on HB 1111.)*

*Paragraph 2: A paragraph explaining significance, why this action needs to be taken. Provide support for the action you want taken, may take 1-2 paragraphs (Example: HB 1111 is helpful/harmful to our state's education system because X, Y, Z.)*

*Final Paragraph: Repeat the action you want taken. Include a sentence thanking the elected official for their consideration.*

*Sincerely,  
(Your written signature)*