

SAMPLE LETTER TO YOUR LEGISLATOR

This Sample Letter is provided by the South Carolina Legislator and modified to pertain to you all!

The sample letter below is provided to show the correct format for addressing your State Senator or Representative . It is impossible to provide one letter that would meet the needs of all students; so, you will need to personalize your letter to address your concerns or issues regarding legislation. Please use the left-hand column as a guide for the format, but make the letter unique to your needs!

Return Address	Your Name Address City, State, Zip Code
Date	[Insert Date]
Senator or Representative's Address	[We can help you find this]
Salutation	Dear Senator or Representative [Insert Last Name]:
Introduce yourself: your name, address and school to identify that you are a constituent	My name is [Insert Your Name] and I reside at [Insert Your Address] in [Insert Your City], Oklahoma. I am in the [Insert Your Grade] at [Insert Your School].
Why are you writing your Senator?	I am writing you to..... [Insert concerns or interest in wrting] [Be specific with your suggestion, idea or request. If you are writing about a specific Bill, include the Bill Number - for example, H. 5400 or. S. 2815]
Ask for a response (if you are interested)	I appreciate your help and ask that you please [insert request or area of more interest if any]
Thank your Senator for his/her time	Thank you for ... [insert own words]
Closing with your name	Sincerely, [Insert Your Name]