

Hello, Delegate [Senator] [Last Name]

My name is [X]. You represent me in Delegate [or Senatorial] District [District #]. My intent in calling you is to advise you of my support for [opposition to] HB [SB] [Bill #]. I support or oppose HB [SB] {Bill #} for the following reasons.

My community and I are watching this issue closely and hope that you will represent our intent in this matter.

Thank you for your time and consideration. Please contact me so I may further explain my position on this further.

Sincerely,

[Your name]

[Your title]

[Your email]

[Your phone number]