

Subject Line: In regards to HB or SB [Bill Number]

Dear Delegate [Senator] [Last name],

My name is [X]. You represent me in Delegate [or Senatorial] District [District #]. My intent in writing 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.

1. The provision HB [SB] [Bill #] at [Page #, Section#, Paragraph #] that “[Quote relevant section of bill]” will, if passed cause the following effect for my family [business/community/etc]. This effect will benefit [damage] us greatly.
2. The provision HB [SB] [Bill #] at [Page #, Section#, Paragraph #] that “[Quote relevant section of bill]” will, if passed cause the following effect for my family [business/community/etc]. This effect will benefit [damage] us greatly.
3. Etc.

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 should you wish to discuss this further.

Sincerely,

[Your name]

[Your title]

[Your email]

[Your phone number]