



WOCN® SOCIETY

**PUBLIC POLICY**  
& ADVOCACY

## Sample Letter

The Honorable [Legislator's Name]  
Member of the [House of Representatives] [Senate]  
[Address]

RE: [Bill Topic, Number]

Dear [Legislator's last name]:

I am writing to you in [support/opposition] of [bill number and subject]. As a constituent in your district, I thought I should bring the [positive/negative] effects of this bill to your attention.

If passed, [bill number] will [explain positive/negative effects the bill will have on you/your community, your profession, your services, etc., and why you believe your legislator should support/oppose it].

I thank you for taking the time to consider my opinion on this matter. I hope that my expressed concern will make a difference in your decision.

Sincerely,

[Your Name]

[Address]

[City/State/Zip]

[Telephone - include area code]