

Sample Letter to Legislator

(Don't type instructions in red)

Date:

Month/Day/Year

Salutation:

The Honorable (First Name/Last Name)

Address:

Room Number

City/State/Zip Code

Subject:

RE: Briefly introduce your topic, (include the House Bill# or Senate Bill#, author, subject if any), whether you support or oppose the topic or the specific bill.

Body: Catch their attention!

Dear (Representative/Senator Last Name),

My name is (First/Last Name), **and I am a young person** (describe yourself) **who lives in your district.**

I have three reasons to strongly (support or oppose--name the topic). Explain no more than three reasons, using reliable sources for your information.

Tell your personal story—why this issue is so important to you and how it affects you, your family, and/or your community.

Your ask: I'm writing to ask you to consider (becoming a co-sponsor or supporting or opposing or HB # or SB#). **As a voter in your district, this issue is very important to me.**

Thank you,

Sign Your Name

Print Your Name

Street Address

City, State, Zip Code

Sources: Adapted by the LWV of Greater Pittsburgh from the [PA Youth Advocacy Network Toolkit](#)