

## 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](#)