

## ANATOMY OF A GOOD COSTITUENT LETTER

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Use Letterhead

February 1, 2008

Appropriate Heading



The Honorable Sen Ator  
Alabama Senate  
Alabama State House  
Montgomery, AL 36130

Re: SB xxx – Support



State Purpose

Dear Senator Ator:

I am writing in support of SB xxx introduced by Senator \_\_\_\_\_ which seeks to \_\_\_\_\_.



Restate your support and purpose.

I have been a nurse for \_\_\_\_\_ years. My experience has shown \_\_\_\_\_.



Why you are concerned.

Recent data from XYZ State Agency indicates an increase in \_\_\_\_\_ statewide of over \_\_\_\_%. In your district, more than \_\_\_\_\_ persons are faced with the problem of \_\_\_\_\_ each day.



Hard facts from across the state.

SB xxx would solve this problem in the following ways:



How the bill will address this problem.

\_\_\_\_\_  
\_\_\_\_\_

The problem of \_\_\_\_\_ will not be solved without appropriate legislative action. IF I can provide additional information to you on this critical issue please feel free to contact me at your convenience.



Offer your assistance.

I would very much appreciate your response on this.



Always end a letter by asking the legislator for a response.

Sincerely,

Jane Doe, RN