Template for sending letter to your legislator

Example Headings:

To your Senator:

The Honorable \_\_\_\_\_\_\_\_\_\_\_

United States Senate

Washington DC 20510

Dear Senator \_\_\_\_\_\_\_\_\_\_\_

To your Representative:

The Honorable \_\_\_\_\_\_\_\_\_\_\_

U.S. House of Representatives

Washington DC 20515

Dear Representative \_\_\_\_\_\_\_\_\_\_\_

(Date)

The Honorable (Name of legislator)

(Committee position or office)

(Branch of government)

(State/national address)

Dear (Senator, Representative and name)

As a member of the Indiana Emergency Nurses Association (or as an emergency nurse in Indiana), I would like to express my/our concerns/support for/with (Bill you are referencing). (Describe what your concerns are or why you support the legislation).

(Provide specifics regarding the legislation, i.e., how it will adversely affect emergency nurses, how it will affect patients, how it will support emergency nurses or help in emergency nursing care).

(Provide any references that support your position)

(Explain what you are committed to do regarding the legislation and willingness to work with the legislator on support or compromise to meet your objectives).

Sincerely,

Your name and credentials

Home address

Phone number

Email address