

Your Street Address
City, CA zip
Date

Title & Name of Addressee (the person you're writing to)
Address
City, State zip

Dear _____:

The text of your letter should be written in paragraph form. Be direct. Identify the topic about which you are writing, share your own view (briefly and respectfully) and state what you believe should be done.

Ask for a specific action - a vote on a particular bill, for example.

Explain why this topic is important to you. Share any personal reasons you might have to care about the issue. But limit your letter to one page.

Your letter can either be typed (preferable), or written neatly in ink.

Thank the person for taking the time to consider this issue.

Sincerely,

Your Signature

Your Name - typed or printed so it is easy to read