

Sample Letter to Member of State Legislature

Your Name

Your Address

Date

The Honorable (insert full name)
House of Representatives or Senate
State Capitol Building
2300 Lincoln Blvd
Oklahoma City OK 73105

Dear Representative or Senator (insert last name):

INTRODUCTION

- Identify yourself
- Explain your connection to the Legislative Member, (e.g. where you live, the fact that you teach in a school in his district)
- Briefly reference your occupation, business or organization

PURPOSE OF LETTER

- Explain why you are writing
- Reference bill by name and/or number if appropriate
- Give facts, figures, personal experiences and anecdotes that support your position
- Relate issue to local concerns

CLOSING

- Request a reply indicating his or her position regarding your request
- Establish yourself as a resource
- Thank the Legislative Member for his or her consideration of your position

Sincerely,
(Sign your name)