

APPENDIX LA1

Sample letter to your Elected Official:

Date

The Honorable (insert full name)
(Insert body of government)
(Insert address)

Dear _____(insert title) (insert last name),

I am a constituent and live at _____(insert your address). I am writing to you to ask _____ (purpose of letter – i.e. if you have a specific bill number mention it here).

_____ (describe your personal story; state why you have been affected by this situation; why the bill is important to you; etc).

Your support would make a difference in the lives of your constituents like me. Please _____ (insert purpose of letter). I would appreciate if you would let me know of your action in this matter.

Sincerely,

Your full name
Your full address (establishes that you are a constituent)
Your phone number

Sample of a completed letter to your Elected Official:

January 1, 2008

The Honorable Joe Lawmaker
U.S. House of Representatives
202 Longworth House Office Building
Washington, D.C. 20515

Dear Representative Lawmaker:

I am a constituent and live at 234 Creek Lane, in Lakeview, California. I am writing to ask you to vote in support of H.R. 405, which increases funding for cancer research through the National Cancer Institute.

I am a breast cancer survivor and many members of my family have been touched by cancer, as well. It is so important to us that we do everything that we can to support the search for a cure for cancer, so that no one else has to go through what we did.

Your support would make a difference in the lives of your constituents like me. Please support H.R. 405. I would appreciate it if you would let me know of your action in this matter.

Sincerely,

Jane Q. Public
234 Creek Lane
Lakeview, CA 90000
(888) 555-1000

APPENDIX LA2

Sample letter requesting a meeting with your legislator:

Date

VIA FACSIMILE: (enter fax number)

To: The Honorable (insert full name)
(Insert government body)
(Insert address)

Cc: Name of scheduler

Re: Meeting Request for (insert dates you are available to meet)

I am respectfully requesting a meeting with you on _____ (insert dates you are available to meet) between _____ (time you are available to meet). I am _____ (briefly introduce yourself or your organization).

_____ (discuss reasons for your meeting).

_____ (if you are bringing other advocates with you, let your representative know here).

I/We will contact your office to discuss this appointment. You can reach me at _____ (insert phone number) or _____ (email address) to arrange the appointment.

Thank you for your consideration of this request.

Sincerely,

Your Full Name
(Insert constituent or name of organization and position)
Your Full Address
Your Phone Number

Sample of a completed meeting request letter:

January 1, 2008

VIA FACSIMILE: (202) 555-1000

To: The Honorable Joe Lawmaker
U.S. House of Representatives
202 Longworth House Office Building
Washington, D.C. 20515

Cc: Ryan Scheduler

Re: Meeting Request for April 25, 2008

I am respectfully requesting a meeting with you on April 25, 2008, or April 26, 2008, between 9:00 am – 5:00 pm. I am a constituent and live at 234 Creek Lane in Lakeview, California 90000.

I would like to discuss the recently introduced H.R. 405, which increases funding for cancer research through the National Cancer Institute.

I am a breast cancer survivor and many members of my family have been touched by cancer as well. It is so important that we do everything that we can to support the search for a cure for cancer, so that no one else has to go through what we did.

I will contact your office to discuss this appointment. You can also reach me at (888) 555-1000 or at jane.q.public@email.com to arrange this appointment.

Thank you for your consideration of this request.

Sincerely,

Jane Q. Public
234 Creek Lake
Lakeview, CA 90000
(888) 555-1000

APPENDIX LA3

This is an example of what you can say when you call your legislator's office:

"Hi. My name is [name]. I am a constituent and I live [and/or work] in [town, city, county, state]. I am calling in regards to bill [bill number], [briefly describe the bill]. [Describe why the bill impacts you and your community]. I urge [name of legislator] to support bill [bill number]. Can you tell me how he/she is planning to vote on this bill?

If you have questions I can provide you with further information on this issue. Thank you for your time."

Sample telephone script:

"My name is Jane Public. I am a constituent and I live in Lakeview, CA. I am calling in regards to H.R. 405, which increases funding for cancer research through the National Cancer Institute. This bill is critical to continue effective cancer research. Cancer kills nearly 500,000 people each year. I urge Representative Lawmaker to support H.R. 405. Can you tell me how he is planning to vote on this bill?

If you have questions I can provide you will further information on this issue. Thank you for your time."