

## Sample Letter to a Senator

**[Insert Date]**

**The Honorable** (full name)  
**United State Senate**  
**Washington, DC 20510**

**Dear Senator** (last name):

**The legislation addressing** (describe issue concisely, or use exact name of bill before legislature) **is of paramount interest to me because I am a** (Certified Academic Language Therapist, parent, teacher, etc.) **This issue directly impacts** (my students, my profession, the way we as professionals will be able to function effectively, my child, etc.)

**I am primarily concerned about** (describe major specific concern within the larger issue) **because** (state reasons or examples briefly, with only as many relevant details as necessary to make your point clearly.) **Other aspects of this same issue that affect** (my student, profession, child) **are** (describe briefly and secondary concerns and supporting situations, reasons, examples, etc.)

**Although I have read reports of your position in the newspapers, I realize this may not fully represent your viewpoint. Therefore, I will look forward to your reply expressing your opinions, and your current stance on the issue.**

**Thank you for your consideration of my viewpoint on this matter. I believe it is an important issue, and would like to see the legislation (pass, fail, or be amended) to ensure effective educational services for the students involved.**

**Sincerely,**

*Your name,*  
*Address*  
*Phone Number*  
*E-mail Address*

## Sample Letter to a Senator

[Insert Date]

The Honorable [Senator Full Name]  
United State Senate  
Washington, DC 20510

Dear Senator [Last Name]:

My name is [Insert Your Name] and I live in [Insert Your City], [Insert Your State].

I am writing you to ask that you help our village libraries by supporting the passage of H3535, An Act Relative to the Funding of Public Libraries in Centerville, Osterville, and Marstons Mills.

Our village libraries are a very important part of our communities.

Not only do they offer free book and movie borrowing, they provide free access to computers and the internet for everyone along with free access to reference resources, including online databases and other subscriptions.

Our libraries hold IT classes for people who, for example, don't know how to use a computer, email, or word-processing software, or want to find out about using the internet safely and securely.

Our libraries hold children's reading challenges and events, which encourage children to continue to read and develop their literacy skills

Libraries support job seekers via free access to the internet to search for and respond to job applications, and by helping them to improve their employability skills as well as support for adult literacy initiatives.

The libraries of Centerville, Osterville and Marstons Mills provide spaces for community activities and development and offer extensive programming on many, many diverse subjects.

Our libraries also provide information and support to engage with local and national democratic processes, including helping people understand how government works, and providing people with the facts they need to make informed choices about the decisions they are increasingly asked to make about the running of their public services.

According to a Pew Research Study 76% of all respondents said that libraries are important to them and their families and I agree.

Thank you for your time and consideration.

Sincerely,

*Your name,*

*Address*

*Phone Number*

*E-mail Address*