Dear Legislator/Senator (Full Name),

Paragraph 1 – In less than four sentences detail what action(s) you want your elected official to address. Be specific.

Paragraph 2 – Describe the “problem” or action in detail, how it affects you, your library, and your community. Local examples concerning the impact of this legislative action can be very powerful.

Paragraph 3 – State the problem or action once again and what you want

your elected official to address. Restate how this action will benefit your library and community. End with a strong statement or specific example and ask for a response.

Sincerely yours,

(Your signature)

(Your printed name)