

Sample Letter to Your Legislator

It is impossible to give you one letter that fits every situation, but you can use the following sample letter as a guide. Just follow the basic structure provided in the left-hand column, and personalize it to make it your own.

Date	[Insert date]
Legislator Address <i>Please send to both your Senator & Representative, and any other legislators with which you have a personal relationship.</i>	The Honorable [insert full name] State Capitol Des Moines, Iowa 50319
Salutation	Dear [Senator or Representative] [insert last name]:
Introduce Yourself	I am a student with a disability from _____ and I go to school in _____. [Insert any additional information you wish to impart about yourself, where you work].
Explain Why You Are Writing	<p>I realize session is a very busy time for you, but I wanted to talk to you quickly about an issue that is very important to me - _____. [If you are writing in support/opposition to a bill, reference the bill number & this request right away, such as “I am writing to ask for your support [or opposition] to _____. “]</p> <p>[Explain your issue very quickly, and what it means to you and your ability to live and work independently – use examples and tell YOUR story. Just be brief!]</p>
Ask them to get back to you.	Please let me know what I can do to help you in addressing this issue. I am happy to answer any questions you may have.
Sign off	Thanks for your time and consideration. Sincerely, Your Name Address City, State, Zip Code Phone number Email Address