

A Letter to Your Senator or Representative

Maybe you've heard or seen something in the news that concerns you. Or maybe you would like to change something in your city, town, or state. One way to take action is to write a letter to someone in the government. You can write to federal, state, or local elected officials.

Tips

- For advice on what to write, talk with a parent, teacher, or trusted adult.
- To find out more about your elected officials, visit [usa.gov/agencies](https://www.usa.gov/agencies).

Put the date first.

April 27, 2022

Type the letter and be sure to proofread it.

When writing an address, always use the phrase *The Honorable* before a senator or representative's name.

The Honorable John Smith
United States Senate
Washington, DC 20510

Find out the name and address of your senator or representative at the website above.

Use *Senator* or *Representative*.

Dear Senator Smith,

Explain who you are.

My name is Jacob Phan, and I am a student at Lincoln Middle School in Claymont. My science class recently studied the Great Lakes. It is one of the world's most important ecosystems, but invasive species are harming it. I learned that the U.S. Senate will be voting on whether to give money to solve this problem. I hope you will vote yes on this bill. Millions of people and animals depend on the Great Lakes for drinking water, and we need to protect this ecosystem for our future. Thank you.

Sincerely,

Include a thank you.

Jacob Phan

Explain the issue you are writing about. Be as specific as possible, and include the name of the bill or law, if you know it. Say how you want your representative to vote, and why.

Jacob Phan
354 Park Street
Claymont, MI 77730

End with *Sincerely*.

Type your name and address to get a reply.