Sample Letter That You Can Use to Write to Your Legislator

Today’s Date

The Honorable (First Name) (Last Name)

(Room Number), Colorado State Capitol

200 East Colfax

Denver, Colorado 80203

Dear (Assembly Member, Senator, Legislator, etc...) (Last Name):

My name is (your first & last name), and I am (give a little bit of background information about yourself). (EXAMPLE: a Colorado native and a teacher for 35 years...)

(State WHY you support or oppose the bill or other issue here. Choose up to three of the strongest points that support your position and state them both clearly and succinctly.)

(Include a personal story, Tell your representative why the issue is important to you as a person and how if affects you, your family, and or your community.)

(Tell your representative how you want him or her to vote on this issue and ask for a response. Be sure to include your name and address on both your letter and envelope.)

Sincerely,

SIGN YOUR NAME!!!

Print your name

Street Address

City, State – ZIP Code