YourFirstName LastName

123 Concerned Student Street

Denver, CO 80202

May 20, 2017

The Honorable FirstName LastName

[Street Address]

[City, ST ZIP Code]

Dear [Senator or Representative] FirstName LastName:

In 300 to 750 words, you will need to introduce yourself and your issue of interest to your state representative, using a professional tone.

In your personal introduction, include any credentials or background information that you feel are relevant to the issue or may help to gain rapport with the representative.

Then, introduce the issue, including what you would like to see happen concerning the issue.

Close by requesting an appointment with the representative to further discuss the issue. You can use the templated language below as a guide in doing so:

I am very interested in speaking to you further on this issue and would like to schedule an appointment. My personal contact information is \_\_\_\_. If I do not hear from your office within one week, I will follow up with a phone call to schedule a meeting.

Thank you for your time and interest. I look forward to hearing from you.

Sincerely,

YourFirstName LastName