

(Advocacy Written Letter Template)

(Your full name)
(Your mailing address)
(Your phone number)

(To the State Senate)
The Honorable (Full Name)
State House, (Room Number)
Kansas Senate
Topeka, KS 66612

(To the State House of Representatives)
The Honorable (Full Name)
State House, (Room Number)
Kansas House of Representatives
Topeka, KS 66612

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)