**SAMPLE LETTER TO REPRESENTATIVE**

*The sample letter below is intended to show the correct format for addressing your Federal and State Representatives. It is impossible to provide one letter that would meet the needs of all purposes; and it is important to personalize your letter to address your concerns or issues regarding legislation.*

Your Name

Address

City, State Zip Code

[Insert Date]

The Honorable [Insert Representative’s Name]

Post Office Box 11867

Columbia, S.C. 29211-1867

Dear Representative [Insert Last Name]:

My name is [Insert Your Name] and I reside at [Insert Your Address] in [Insert Your City], [State]. [Insert their relevance to you as your Representative].

I am writing you to ask that you [Insert concerns for legislation in question].

*\* If you are writing about a specific Bill, include the Bill Number – i.e H. 5400 or. S. 2815.*

*\* Feel free to offer alternative legislation or insights on currently drafted legislation*

I appreciate your help and ask that you please send me a response letting me know if you are able to pass a Bill that would make our school buses safer to ride.

Thank you for your time and considering my request.

Sincerely,

[Insert Your Name]