Your Name

Street

City, ST Zip

<DATE>

The Honorable <NAME>

(United States/State of \_\_) Senate/House of Representatives

Office Address

Dear Senator/Congressman <NAME>,

I am one of your constituents and an <audiology student/extern/audiologist> at <program/university/clinic name>. I am writing in regards to <specific issue/legislation in progress>.

Begin with a sentence of background about the issue/legislation. State your position, and follow with several facts that support your position. Include where to obtain more information, if desired.

Close by requesting their views on the issue and encouraging (not demanding) their support. Asking for their views potentially creates a dialogue, which is one of the most effective means of winning someone over to your side of the aisle.

Sincerely,

<NAME>