

Sample Letter to Representative

Properly
address
letter

[Insert date]

The Honorable _____
Texas House of Representatives
P.O. Box 2910
Austin, Texas 78768-2910

Clearly
identify
your reason
for writing.
Use the bill
number and
committee
when
possible.

Dear Representative _____:

Identify
yourself as a
constituent
and/or ATPE
member.

I am an educator at [insert name of school], which is in your district, and a member of the Association of Texas Professional Educators (ATPE). As a constituent, I am writing to request your support/opposition of [insert bill number]. This bill will [insert short description]. It is currently in the [insert committee name].

[Description of what the bill does and how it will impact you, your school or your students.]

- Explain how the issue affects you, mentioning personal experience.
- Focus on only one issue!
- Use your own words. Give reasons for your position on the issue.

Ask whether
your
legislator
supports
the issue.

I would like to know your position on this issue. I hope you will support/oppose [insert bill number]. Thanks for your hard work. I look forward to hearing your views on this important issue.

Always
ask your
lawmaker
to do
something.

Sincerely,

Atpe Member

Be sure to
put your
complete
address on
the letter
and the
envelope.

Ms. ATPE Member
306 E. English Street
Algebra, Texas 76111
(204) 555-1234