



Letterhead with logo

Organization name and mailing address or email address if no actual physical address. Plus, if applicable, website address. If you are not representing an organization, enter your personal information here

Brief description of organization

Our purpose in communicating with you today is to ask for your support for – or NO vote on - (number and title of legislation if known OR general topic if no legislation is currently before the legislative body).

1

Position statement

concise points

for your position

& your story

Sample
template for
legislative contacts

2

3

Fact Box

Supporting facts (economic,
statistics, research results)

Thank you for taking the time to meet with me/us today. If you have any questions or are in need of additional information, please feel free to contact me/us at:

Name

(area code) phone number

Address

email address

City, State, Zip Code

date