



How to Write a Letter to Congress (LTC)

In addition to calling your legislators, the next best way to write them an email. Here are some helpful tips to maximize your letter's effectiveness:

- Your purpose for writing should be stated in the first paragraph of the letter
- If your letter pertains to a specific piece of legislation, identify it accordingly, e.g., House bill: (H. R. ____), Senate bill: (S.____)
- Be courteous, to the point, and include key information using examples to support your position.
- Address only one issue in each letter and, if possible, keep the letter to one page

Example:

Date

The Honorable _____

Office Address

United States House of Representatives/United State Senate

City, State, Zip

Dear Representative/Senator _____:

I am one of your constituents, and am writing today to express my strong support to temporarily suspend all federal funding for refugee resettlement programs, until each and every refugee admitted to this nation can be adequately vetted — and until our physical and financial infrastructures can support them. This includes any funding in the fiscal year 2016 Omnibus spending bill.

In light of the disclosure that at least one of the Paris terrorists reached Europe as a designated refugee, it is very important that Congress act quickly to remove the immediate threat that this program presents, while working to implement substantial reforms and safeguards before it is allowed to resume. It is time for Congress to assert its power of the purse and hit the brakes on the Obama Administration's plans for Syrian refugees.

This issue is very important to me and many other constituents in your district. I look forward to your response.

Sincerely,



Your Name

Your Address

Your City, State, Zip

Your Phone Number