



# Driving Public Policy

## Keys to Success: Sample Letter to an Elected Official

Your Street Address  
Your City, State, Zip Code  
Today's Date

Your Legislator's Name  
Your Legislator's Street Address  
Your Legislator's City, State, Zip

Dear **(Insert Title)** ([Click here for guidance](#)):

I am writing to **(Insert support or oppose)** the proposal to **(Insert issue)**.

This proposed legislation would ...

**(Insert information on why you support or oppose the measure and how it would impact you and your dealership. Whenever possible, include facts and examples to support your position. Personal stories can strengthen your position on the issue. Remember not to exaggerate and to maintain a courteous and respectful tone.)**

I urge you to **(Insert oppose or support)** this measure, and to let me know how you plan to vote on it.

Please feel free to contact me if you have any questions.

Sincerely,

**(Insert Your Signature)**

Your First and Last Name

*\*Note: In order to ensure the timely delivery of your message, we recommend you send it via email. If you are writing to your U.S. Senator or Congressman, a copy also should be sent to the attention of their legislative director.*