

SAMPLE LETTER TO YOUR SENATOR

The sample letter below is provided to show the correct format for addressing your State Senator. It is impossible to provide one letter that would meet the needs of all students; so, you will need to personalize your letter to address your concerns or issues regarding legislation. Please use the left-hand column as a guide for the format, but make the letter unique to your needs!

Return Address (your personal mailing address)	Your Name Address City, State Zip Code
Date	[Insert Date]
Senator's Address (I suggest using the local HP address Huntington Park District Office 6550 Miles Ave., 2nd Floor Huntington Park, CA 90255)	The Honorable [Insert Senator's Name] Huntington Park District Office 6550 Miles Ave., 2 nd Floor Huntington Park, CA 90255
Salutation	Dear Senator [Insert Last Name]:
Introduce yourself: your name, address and school to identify that you are a constituent (resident/voter)	My name is [Insert Your Name] and I reside at [Insert Your Address] in [Insert Your City], Bell CA. I am in the 11th grade at [Insert Your School].
Why are you writing to your Senator?	I am writing to ask that you help [insert your request] make school buses safer to ride. [Give an explanation of the problem] I ride the bus to and from school every day. [Be specific with your suggestion, idea or request. If you are writing about a specific Bill, include the Bill Number - for example, H. 5400 or. S. 2815]
Ask for a response	I appreciate your help and ask that you please send me a response letting me know what you can do to assist with my predicament.
Thank your Senator for his/her time	Thank you for taking the time to consider my request.
Closing with your name	Sincerely, [Insert Your Name]