

How to Write to your Legislators:

1. Make sure return address, email, and phone are in the return address region of the letter.
2. The first sentence should indicate who the author is, who they represent (if anyone), and why they are writing the legislator. For example,

"I am Jackie Beyer, Town of Little Wolf Clerk, and I am writing you today to (Explain the purpose)

3. The next section should indicate why you are making the request. It should provide the necessary background (e.g., what happened, what prompted the request) and detail "the why."
The why could be: public safety, property values, environment, recreation, economy, jobs, etc.
4. The next section should provide a personal or local example of the need for the 'what', because of the 'why?'
5. Close with a "thanks in advance for considering...." and your Signature

- **The letter should be no longer than one page, 12 font, 1.15 or 1.5 spacing.**

An example of above, for you to copy the format, and add in your details to the body, below:

1) Name

Address

Phone Number

- 2) I am(see #2 above) writing (calling, emailing) to you to ask for your help in being considered for an award of the Governor's earmark dollars in the next budget.
- 3) On July 5, 2024, we experienced a Rain and Flood eventetc. (See #3 above)
- 4) This has affected me and my (family, property, etc) See #4 above
- 5) Thank them (See #5 above) and sign your name