



How to Write a Letter to Lawmakers

Reaching out to members of government at the local, state, and federal levels can be an effective advocacy tool to demonstrate support or concern, and to continue educating and holding policymakers accountable when in-person meetings aren't feasible. Before drafting a letter, be sure to review the issue and current news coverage, and consider the timing of relevant hearings and proceedings.

[Date]

The Honorable [Lawmaker's Full Name]
[Lawmaker's Address]
[Lawmaker's City, State, Zip Code]

RE: Support for [specific program, funding, etc.] or [Insert the topic or include the bill number, author and subject if you are writing to support or oppose a particular legislative bill]

Dear Representative/Senator [Last Name]:

On behalf of the Schizophrenia Policy Action Network (SPAN), I thank you for your continued support of [relevant mental health work].

We write to urge you to [support/oppose/insert ask here], [explain its importance]. These programs support [number affected people, institutions, constituents, etc] within [your state]. [Provide further evidence of its importance or impact to your state/region/district].

As [your connection to the community and/or issue at hand, or your occupation] in [state or city], [restate your ask]. [Take this paragraph to further flesh out the issue and impact].

I would be delighted to answer any questions you may have or discuss this issue further. I look forward to working with you on [issue] and other mental health issues in the years ahead. Thank you for all that you do for [state].

Sincerely,

[Your name and contact information]