

Writing Your Legislator: Tips & Template

Introduction and ask: State who you are and whether you are affiliated with any group or organization. If you are their constituent, give an idea of where you live in the district and/or how long you have lived there. Clearly and respectfully state your request. Do you want them to vote on a bill or set up a meeting?

My name is Sarah, and I am your constituent living in the Lowry neighborhood. I'm writing today to urge you to support the U.S. Department of Education. Colorado kids deserve safe, excellent schools. Their future – and ours – depends on our commitment to providing all young people with a high-quality education. Please protect the U.S. Department of Education.

Problem to be solved: Let your legislator know what the problem is and why it is important that they address it. Give some statistics or examples from your own lived experience. Personal examples from constituents can go a long way.

Coloradans support the U.S. Department of Education. We do not support dismantling the Department or cutting the research, programs, and funds that help our schools serve Colorado children well.

Solution: Explain why the bill will or won't help the problem. What benefits would the bill bring? How would it directly impact you or your community? If you are requesting amendments or modifications to a piece of legislation, how would those changes impact you or your community?

More than 880,000 children attend public schools in Colorado. The U.S. Department of Education supports more than 117,000 children with special education needs; 400,000+ Colorado kids who are eligible for free and reduced-price lunches; about 18,000 students experiencing homelessness; and nearly 1,000 schools through the Title 1 program. And so much more. The research, data, and national resources supported by the U.S. Department Education allow us to understand what's working and what's not in schools across the country.

Closing and restating your ask: Restate how you would like them to vote, thank them for their consideration, and offer to follow up or answer any questions.

Ending the Department of Education and cutting its programs will have massive ripple effects that would hurt more than just kids. Our communities thrive when our children and their schools thrive. But kids – especially children with low incomes, children with special needs, and other vulnerable children – will feel the effects first.

Our children's future and our state's future depend on you speaking up and protecting the U.S. Department of Education. Thank you very much for your consideration. I'd be happy to answer any questions or perhaps we could find a time to meet soon.

Subject: Your Colorado Constituent Supports the U.S. Department of Education

Dear Senator XX,

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Sarah Barnes
(303) 555-5555

