

**League of Women Voters of Dallas  
Health Care Advocacy Committee  
April, 2023**

**Template and tips for writing an effective letter to your elected official**

- 1) Identify your elected official and their contact information:
  - a. State: [wrm.capitol.texas.gov](http://wrm.capitol.texas.gov)
  - b. Local:  
<https://dallasgis.maps.arcgis.com/apps/instant/minimalist/index.html?appid=807494fddae04830852e4b13e6847979/>
- 2) Use the template below to send a letter or an email to the right official (e.g., if state legislature send to your *Texas* house or senate representative, for city specific legislation contact Dallas representatives).

**General template:**

The Honorable (first name of official) (last name of official)

RE: **State the bill number**, subject of bill and if you are writing to support or oppose

My name is (include first and last name) and I am a (service provider/advocate/community member) who resides in **district XX**.

State why you support or oppose the bill. Choose up to three of the strongest points that support your position and state them clearly. **This text can be cut and pasted from letters written by trusted institutions.** Healthcare related websites are located on the Healthcare advocacy page (<https://lwvdallas.org/healthcare>).

Include a personal story. Tell the representative why this issue is important to you and how it affects you, your family, and your community.

Tell your representative how you want him/her to vote on this bill.

Sign your full name

Address (**include zip code**)