

TEMPLATE HOUSE OF REPRESENTATIVES LETTER

Use your agency or company letterhead.

[DATE]

The Honorable [MEMBER'S FIRST & LAST NAME]
United State House of Representatives
Washington, D.C. 20515

We encourage you to send your letter via facsimile to ensure a timely delivery; it is also a good idea to follow up by mailing the letter.

To find your Congressional Representative's fax number, visit the APWA Legislative Action Center at <http://capwiz.com/apwa/home/> and search by your Zip Code.

VIA FACSIMILE: XXX-XXX-XXXX

Dear Representative [MEMBER'S LAST NAME]:

[PARAGRAPH 1 - INTRODUCTION]

As a constituent and member of the American Public Works Association (APWA), I urge you to [support/oppose] [INSERT BILL TITLE AND NUMBER OR ISSUE].

[PARAGRAPH 2 - EXPLAIN WHY THE ISSUE OR BILL IS IMPORTANT]

- [LIST 2-3 REASONS WHY THE MEMBER SHOULD SUPPORT OR OPPOSE]

[PARAGRAPH 3 - EXPLAIN WHY THE ISSUE OR BILL IS IMPORTANT TO YOUR COMMUNITY]

- [DESCRIBE IMPACT/EFFECTS OF THE BILL OR ISSUE ON YOUR COMMUNITY]

For examples of letters to Congress, visit www.apwa.net/advocacy/resources.

It is also a good idea to look for APWA Action Alerts, which contain important legislative issues and letter templates to help you write your Representatives. Visit <http://capwiz.com/apwa/home/>.

For more background information, including position papers and legislation text, visit reinvestintransportation.apwa.net.

In this section, you can also briefly describe your community.

[PARAGRAPH 4 - CONCLUDE BY THANKING THE MEMBER AND INCLUDING GENERAL INFORMATION ABOUT APWA]

Working in the public interest, APWA's more than 29,000 members plan, design, build, operate and maintain transportation, water supply, sewage and refuse disposal systems, public buildings and other structures and facilities essential to our economy, security and way of life.

Thank you for your continued support for our nation's public infrastructure.

Sincerely,
[YOUR SIGNATURE]

[YOUR NAME]
[TITLE]
[AGENCY/COMPANY]
[CITY/STATE]