**SAMPLE LETTER**

Date

The Honorable \_\_\_\_\_\_\_\_\_

United States Senate **OR** U.S. House of Representatives

Washington, DC 20410 (Senate zip code) **OR** 20515 (House zip code) [or you may use their home district office address]

Dear Senator or Representative \_\_\_\_\_\_\_\_,

As a constituent and an occupational health nursing professional, I urge you to take immediate action to address (state issue you would like addressed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I strongly endorse the proposed public policy under [insert reference # for proposed regulation or legislation] to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I support my colleagues at (name other organizations that also support the same position) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

[State facts and knowledge that you have that support your position. Include information that is helpful and resources that may help the legislative or regulatory person that you are writing to.]

Thank you for your attention to my request. Please contact me for additional information on this or other occupational health and safety issues.

Sincerely, [insert 3 blank lines]

[Insert your signature]

[Your name]

[Your home address l personal telephone number l personal email address]