

[PRINT OUT ON YOUR BUSINESS OR PERSONAL STATIONERY THAT **CLEARLY** STATES YOUR FULL ADDRESS AND PHONE NUMBER. YOUR ELECTED OFFICIALS **CANNOT** CONTACT YOU IF YOU DO NOT PROVIDE COMPLETE INFORMATION!]

SAMPLE LETTER FOR YOUR SENATOR/REPRESENTATIVE:

[Insert Today's Date]

The Honorable [FIRST NAME, LAST NAME]
United States Senate OR U.S. House of Representatives
Washington, DC

RE: Subject You are Writing About – Reference Bill No. if You Have It

Dear Senator OR Representative [INSERT LAST NAME]:

As the board member of Pennsylvania Smoke Free Association, I am writing to [INDICATE ACTION YOU ARE REQUESTING (such as “ask you to sponsor HB123 related to X” or “ask you to vote against HB123”)].

PSFA represents ## constituents in your district/state who serve the PA Vape Industry [or “PSFA provides X jobs in your district/state]. The legislation addressing [DESCRIBE ISSUE CONCISELY, or use exact name of bill before legislature] is of paramount interest to me because [STATE YOUR REASONS.] This issue directly impacts [MY PROFESSION, MY CONSTITUENTS, the way we as professionals will be able to function effectively, etc.].

I am primarily concerned about [DESCRIBE MAJOR SPECIFIC CONCERN WITHIN THE LARGER ISSUES] because [STATE REASONS OR EXAMPLES BRIEFLY, with only as many relevant details as necessary to make your point clearly]. Other aspects of this same issue that affect [MY PROFESSION, INDUSTRY, ETC] are [DESCRIBE BRIEFLY ANY SECONDARY CONCERNS including supporting situations, anecdotes, reasons, examples, etc.]

Although I have read reports of your position in the press, I realize these may not fully represent your viewpoint. Therefore, I look forward to your reply expressing your opinions, and your current stance on the issue.

Thank you for your consideration of my request. I believe it is an important issue, and would like to see the legislation [PASS, FAIL, BE AMENDED] to ensure [YOUR GOAL].

Sincerely,

Your name,
Address
Phone Number
E-mail Address