



## Wisconsin Hospital Association

### **Grassroots 101: Sample Letter to Legislators**

Making your voice heard means you need to convey your opinions to legislators. This will oftentimes include writing a letter or email. Because legislators receive hundreds if not thousands of letters and emails from constituents, following this template will help your letter stand above the rest.

Dear Senator Smith:

Opening Paragraph:

- ✓ State the subject of your letter
- ✓ Use the bill number or name, if available
- ✓ Identify yourself and your hospital or health system

Body of Letter:

- ✓ Explain the issue simply and factually at a level the senator or representative will understand.
- ✓ Give a local example of the impact of the issue to make the legislator care.
- ✓ State your position on the bill or provision, whether you support or oppose it.

Closing

- ✓ Thank the senator or representative for their attention to the issue.
- ✓ Let the senator or representative know you are a resource for more information.