The Honorable [name]

Washington House of Representatives

[address, including office suite]

**DATE**

Dear Representative [last name],

**[Paragraph 1 (Introduction):]** I am a [describe] here in town (age ##) and a resident of your constituency. Thank you for all the work you have done to … (e.g., *support education in our state, such as House Bill ### and ).*

I recently attended a [Sunrise Movement, CCL, etc…] workshop on [climate change/climate actions] that we can take to stop climate change. Here, I learned of,

*[a) a climate issue facing us in Washington that would result in…, (e.g.,…)*

*b) the xxxx bill being introduced which would result in…, (e.g.,…), or*

*c) the State’s plans to xxx which would cause…..*, (e.g.,…)]

I am writing to note my concern and to ask you *to,*

*[a) encourage further investment and/or support for xxx to tackle this issue, (e.g.,…)*

*b) vote Yes/No on this Bill to ensure.. (e.g.,…), or*

*c) publicly oppose or support the State’s plans to xxx*….*(e.g.,…)]*

**[Paragraph 2 (Make it Personal):]** [Why is the issue/ the Bill/ the State’s plan important to you? How does the this affect you, your family, your community, and your future?]

**[Paragraph 3 (What is the Concern?):] [**State 2-3 points, backed up by data/references where possible, that clarify the concerning climate consequence of the issue/the Bill/the State’s plan or lack of a state plan; if you use a chart, this allows you to go more than one page – by half a page.]

**[Concluding Statements:]** Please consider… [*fill in the* *action that you are requesting them to take].* This would go a long way towards …[*fill in the* *overall benefit to you, to your respective communities].* Thank you.

Sincerely,

(Signature)

Printed Full Name

Street address

City, State, Zip code