

## Letter to Congressman Assignment 20 points

**You are to write a letter to your U.S. Congressman.**

1. Pick an option on how you think the US should deal with Iran.

**My opinion on this issue is:**

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2. Use your computer time today to research your issue and come up with valid facts to back your argument.

What I want the Congressman to know (my position/argument):

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Five (5) facts I can use to back up my position/argument:

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3. You are to **TYPE** the letter in appropriate letter format. See the following page for a template.

4. I will mail your letters from school **AFTER** I read them. Be sure to have some one proof read your letter before you turn it in. When the response comes back from the Congressman, bring it to class.

First Name Last Name  
123 My House Rd.  
Newport, VT 05855

November 20, 2012

The Honorable \_\_\_\_\_ (name) \_\_\_\_\_  
United States Senate **OR** United States House of Representatives  
\_\_\_\_\_  
(address from Congressman's website)  
\_\_\_\_\_  
Washington, D.C. (zip code from website)

Dear (Senator Sanders/ OR Congressman):

I am one of your constituents and I am writing in regards to

(Short paragraph about the purpose of your letter and your position/argument)

(Next, use facts and details regarding your issue to show you have researched it)

(Close by asking for the Congressman's views but do not demand support)

Sincerely,

First Name Last Name

### Tips on writing your letter

Senators and Representatives pay attention to their mail (both regular and e-mail). It's good politics. Responding to mail is crucial to reelection. Members know your vote can be won or lost by their response. **The most effective letter is a personal one, not a form letter.** The letter should be short, informed and polite. Some specific tips:

1. Try to stick to **one typewritten page**; two pages at most.
2. In a short paragraph, state your purpose. Stick with one subject or issue. Support your position with the rest of the letter.
3. Be factual and support your position with information about how legislation is likely to affect you and others. Avoid emotional, philosophical arguments.
4. Ask for the legislator's views, but do not demand support. Remember, Senators and Representatives respond to a variety of views, and even if they do not support you position on one issue or bill, they may support it the next time.
5. Currently, many legislators have e-mail capability, but can only respond by regular mail

