

How To Write A Letter Of Support

Tips for Writing a Letter to a Legislator Supporting a Bill

1. Use Proper Formatting

- Include your name, address, email, and date at the top.
- Address the legislator formally:
“The Honorable [Full Name]
[Legislator’s Office Address]”

2. Start with a Polite Greeting

- Use:
“Dear Representative [Last Name],” or “Dear Senator [Last Name],”

3. Introduce Yourself

- State who you are and your connection to the issue (if relevant).
“My name is Jane Q. Public, and I am a resident of Helena, Montana. I am writing as a concerned community member regarding...”

4. State the Purpose of Your Letter

- Clearly identify the bill by name and number.
“I am writing to express my strong support for House Bill 123, which seeks to improve access to after-school programs for children in our community.”

5. Explain Why You Support It

- Share personal experiences, data, or community impact.
- Be concise and specific.
“As a parent and volunteer in local youth programs, I have witnessed firsthand the benefits that quality after-school programs provide in helping children stay engaged, safe, and successful.”

6. Make a Clear Ask

- Politely request the legislator’s support.
“I respectfully urge you to support House Bill 123 and vote in favor of this

important legislation.”

7. Close Politely

- Thank them for their time and consideration.

“Thank you for your attention to this matter and for your service to our community.”

- **Sign your name.**

Example Letter of Support

Jane Q. Public

123 Main Street

Helena, MT 59601

jane.public@email.com

October 14, 2025

The Honorable John D. Smith

Montana House of Representatives

Room 123, State Capitol

Helena, MT 59601

Dear Representative Smith,

My name is Jane Q. Public, and I am a resident of Helena, Montana. I am writing to express my strong support for House Bill 123, which aims to expand access to after-school programs for children across our state.

As a parent and volunteer in local youth programs, I have witnessed firsthand the positive impact that these programs have on children’s safety, education, and overall well-being. Expanding access will ensure that more children can benefit from structured, supportive environments outside of school hours.

I respectfully urge you to support House Bill 123 and vote in favor of this important legislation. Your leadership can make a real difference in the lives of families throughout Montana.

Thank you for your attention to this matter and for your service to our community.

Sincerely,

Jane Q. Public