**ADVOCACY LETTER TEMPLATE**

**[Date]**

The Honorable **[Member of Congress]**

**[Office Number] [Building] [House/Senate]** Office Building

Washington, D.C. **[Zip]**

Dear **[Representative/Senator] [Last Name]***,*

I am writing on behalf of myself, both as a **[Profession]** at **[Institution]** and as a member of the American Society of Plant Biologists (ASPB) to ask for your support for **[*state your issue here—for example, support for a bill, increased funding, etc.*]**.

**[*Put the issue in context. If applicable, give an example of your research and how it has significantly impacted your district/state. Use examples of why the issue is important to you, as well as examples of why the issue is important to the scientific community and society at large. For example, if you are asking for an increase in a given agency’s funding, talk about the significant work this agency has funded and the value it has had*.]**

**[*Reiterate* *your “ask”—for instance, support for a given agency at the level requested in the President’s budget proposal, or a vote in support of* [Bill Name]*.*]**

Sincerely,

**[Your Name]**

**[Affiliation]**

**[Address]**

**[Email]**

**[Phone Number]**