

Date

Title, Name of Representative

Address

City, State, Zip

RE: (topic of letter in bold font)

Dear Senator/Congressperson \_\_\_\_\_,

IN THE FIRST PARAGRAPH, IDENTIFY YOURSELF AS A CLIMBER, MENTION YOUR AFFILIATION WITH THE ACCESS FUND, AND DESCRIBE (BRIEFLY) THE PROBLEM WITH WHICH YOU NEED HELP. MAKE SURE TO POINT OUT THAT YOU ARE A CONSTITUENT OF THAT ELECTED OFFICIAL (OR REPRESENT SUCH CONSTITUENTS).

IN THE SECOND PARAGRAPH, STATE YOUR SPECIFIC REQUEST FOR HELP AND/OR ACTION. YOU MAY UNDERLINE THIS REQUEST FOR ADDED EMPHASIS. IN THE BODY OF YOUR LETTER, PROVIDE ADDITIONAL DETAILS ABOUT YOUR PROBLEM, AND HOW AND WHY YOUR REPRESENTATIVE SHOULD ASSIST YOU. HIGHLIGHT THE PUBLIC INTEREST OF YOUR REQUEST (I.E. CLIMBERS PROVIDE ECONOMIC BENEFITS TO LOCAL COMMUNITIES). CITE RELEVANT LAWS OR REGULATIONS THAT SUPPORT YOUR POSITION.

THANK THEM AHEAD OF TIME FOR THEIR CONSIDERATION AND HELP AND LET THEM KNOW THAT YOU'LL BE FOLLOWING UP WITH A PHONE CALL IN THE NEXT WEEK.

Sincerely,  
Your signature,

Your full name (printed)

Address

City, State, zip

telephone number