



DCPA ADVOCACY EMAIL GUIDE

[EMAIL SUBJECT]:

[DATE]

Dear Councilmember [LAST NAME] *or* Congresswoman Holmes Norton,

I am a [PROFESSION] from [ORGANIZATION/NAME OF INSTITUTION] and I am one of your constituents. I would like to urge you to [TAKE ACTION ON/SUPPORT/OPPOSE] [NAME OF LEGISLATION].

- Be concise in describing your reasons to support or oppose the issue
 - Be direct and tell your representative/council person how you want them to vote
 - Identify 1-3 reasons why you support or oppose legislation or an issue
- Include a brief personal story to illustrate why this issue is important to you and how it impacts your community
- Include links or references to key supporting research/data when possible

Thank you for your time and attention to this vital issue. If possible, please let me know the action you intend to take. If you have any questions or thoughts I am happy to continue this conversation and provide any assistance that I can.

Sincerely,

[NAME/TITLE]

[PREFERRED CONTACT INFORMATION]