

Letter to a Legislator—Sample

HMS, Inc.

1111 East Street - Hometown, USA

(111) 555-1111

[Date]

[AddresseeXX
XXXXXXXXXXXX
Theirtown, USA]

Dear Senator XXX,

I want you to know how pleased I am with your recent backing of the Family Heritage Preservation Act and its related bills.

As a small family business owner, I have great concerns about the future of my business as it relates to my family. More importantly, as a small business owner in Wyoming, I appreciate that your position helps to protect over 50% of our small business population by focusing on the problems involved in passing businesses on to future generations. Your work is not only commendable, but vital to our state.

Please let me know if there is anything I can do to help in assuring the passage of this legislation. I truly extend my appreciation to you for your focused work in the Senate.

Sincerely,

H.M. Smith
President, H.M.S., Inc.