

(Insert name and all credentials of the recipient)

(Insert Title)

(Insert Agency)

(Insert Address)

Dear (Mr./Mrs./Dr. _____):

I am writing to express my concern over your agency's *(insert one sentence that describes the action that brought about your advocacy efforts)* and *(insert what you are asking the person to do)*.

The *(name of funding agency)* is charged with providing *(briefly describe the mission of the funding agency)*. In spite of this, *(point out what action was taken that is contradictory to the mission of the funding agency or how other agencies' actions are contradictory)*.

(Use this paragraph to explain why past action was unacceptable or why immediate action is needed. Use emphatic language to express your emotions).

(Use this paragraph to explain the specific impact that this action will have on your community or agency [e.g., agency will close, Native people will not have access to healthcare resources, people will not have access to prevention materials]).

(Briefly use statistics and research to justify why this either action is needed or if a decision is not justified. Use HIV, STD, substance use, and pregnancy data to show an unmet need.)

(Use this paragraph to explain the history of your agency and the credibility your agency has in writing this letter and advocating on behalf of the community/constituents.)

I believe it is imperative that *(restate your request)*. Thank you for taking the time to read my letter and consider my request. If you have any question or need further information please feel free to contact me at:

(Your Name)

(Your Title)

(Your Agency)

(Your Address)

(Your Phone Number)

Sincerely,

(Your Signature)