

## SAMPLE LETTER TO YOUR SENATOR

You may write any Member of the Senate at:  
**Post Office Box 142**  
**Columbia, S.C. 29202-0142**

Senate Mailing List ([Word .docx](#)) Merge format.

The sample letter below is provided to show the correct format for addressing your State Senator. It is impossible to provide one letter that would meet the needs of all students; so, you will need to personalize your letter to address your concerns or issues regarding legislation. Please use the left-hand column as a guide for the format, but make the letter unique to your needs!

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|---|--|
| <b>Return Address</b>   | Your Name<br>Address<br>City, S.C. Zip Code  |
| <b>Date</b>   | [Insert Date]  |
| <b>Senator's Address</b>  | The Honorable [Insert Senator's Name]<br>Post Office Box 142<br>Columbia, S.C. 29202-0142  |
| <b>Salutation</b>   | Dear Senator [Insert Last Name]:   |
| <b>Introduce yourself:<br/>your name, address and<br/>school to identify that you<br/>are a constituent</b> | My name is [Insert Your Name] and I reside at [Insert Your Address]<br>in [Insert Your City], South Carolina. I am in the fourth grade at [Insert<br>Your School].   |
| <b>Why are you writing your<br/>Senator?</b>  | I am writing you to ask that you help make school buses safer to ride.<br>I ride the bus to and from school every day.<br><b>[Be specific with your suggestion, idea or request. If you are<br/>writing about a specific Bill, include the Bill Number -<br/>for example, H. 5400 or. S. 2815]</b> |
| <b>Ask for a response</b>   | I appreciate your help and ask that you please send me a response<br>letting me know if you are able to pass a Bill that would make our<br>school buses safer to ride.   |
| <b>Thank your Senator for<br/>his/her time</b>  | Thank you for your time and considering my request.  |
| <b>Closing with your name</b>   | Sincerely,<br><br>[Insert Your Name]   |