

SAMPLE LETTER TO YOUR REPRESENTATIVE

You may write any Member of the House at:

**Post Office Box 11867
Columbia, S.C. 29211-1867**

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

The sample letter below is provided to show the correct format for addressing your State House Representative. 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!

Return Address	Your Name Address City, S.C. Zip Code
Date	[Insert Date]
Representative's Address	The Honorable [Insert Representative's Name] Post Office Box 11867 Columbia, S.C. 29211-1867
Salutation	Dear Representative [Insert Last Name]:
Introduce yourself: your name, address and school to identify that you are a constituent	My name is [Insert Your Name] and I reside at [Insert Your Address] in [Insert Your City], South Carolina. I am in the fourth grade at [Insert Your School].
Why are you writing your Representative?	I am writing you to ask that you help make school buses safer to ride. I ride the bus to and from school every day. [Be specific with your suggestion, idea or request. If you are writing about a specific Bill, include the Bill Number - for example, H. 5400 or. S. 2815]
Ask for a response	I appreciate your help and ask that you please send me a response letting me know if you are able to pass a Bill that would make our school buses safer to ride.
Thank your Representative for his/her time	Thank you for your time and considering my request.
Closing with your name	Sincerely, [Insert Your Name]