

Personal professional correspondence should **not** carry the name of the Institute, but may list a room number at 77 Massachusetts Avenue as a return address

Personal letterhead

March 13, 2016

The Honorable First Last
United States Senate
Washington, DC 20510

Date and salutation

Dear Senator Last,

We write in strong support of the Really Awesome Science Act (S 1111). As scientists who study really awesome things, we recognize that this bill will <insert awesome impacts: strengthen the U.S. economy, improve American healthcare, reduce the harms due to climate change, increase national security capabilities, etc.>.

Ask and problem statement

Paragraph stating the main problem 1 that can be fixed by the Really Awesome Science Act. Problem 1 needs to be fixed to help your state and the country as a whole. It cost our economy \$10 billion annually according to Credible Source. Urgent action is necessary to fix problem 1.

Supporting arguments

In addition to problem 1 here's a paragraph stating problem 2 and our need to act. Problem 2 is important because it hurts your constituents

The Really Awesome Science Act (S 1111) would help to fix problem 1 and problem 2 by doing awesome things (investing in, providing framework, etc.).

Conclusion

Sincerely,

Signature

Printed Name