

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Organization/Agency Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Advocacy for Policy Change on [Specific Policy Issue]

I am writing to you on behalf of [Your Organization/Your Position] regarding the urgent need for [specific policy change]. As you know, this issue significantly impacts [describe the affected population or issue briefly].

[Paragraph 1: Provide background information on the policy issue and its relevance. Include data or examples to support your argument.]

[Paragraph 2: Discuss the potential benefits of the proposed policy change and how it aligns with [UUCN/your organization's] mission/values.]

[Paragraph 3: Address any counterarguments or concerns related to the policy change and provide rebuttals or alternative perspectives.]

[Paragraph 4: Call to action - specify what you would like the recipient to do regarding the proposed change. This could include supporting a bill, increasing funding, or collaborating on initiatives.]

Thank you for considering this essential change. Your leadership on this matter can lead to significant progress towards [desired outcome]. I look forward to your positive response and hope to work together to achieve these important goals.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]  
[Website or Additional Contact Information]