

**ABATE OF OHIO, INC.**  
**SAMPLE COMMUNICATION TO AN OFFICIAL**

Date

John Q. Citizen  
100 Average Street  
Anytown, Ohio Zipcode

The Honorable Jane T. Doe  
Ohio House of Representatives (or Senate)  
(street address)  
Columbus, Ohio 43215

Dear Representative (or Senator) Doe:

Paragraph 1

Paragraph 2

Paragraph 3

Sincerely,

*Signature*

John Q. Citizen  
555-555-1234  
johnqcitizen@email.com

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**Characteristics:**

1. Category: Government Relations.
2. Established by: Constitution Article VII: Duties of Officers; Section 10: Duties of the State Government Relations Director.
3. Purpose: To illustrate format of a letter to an official.
4. Audience: All members.
5. Required? Suggested.

**Directions:**

1. Date – of the letter. Time you letter to arrive before any critical action on the issue.
2. Sender – of the letter. Use personal stationery or show your legal name and current address. Use this name and address as the return address on the envelope.
3. Recipient – of the letter. Proper salutation, name and office / mailing address (either local or in capital). Do not send to personal address. Use this name and address as the mailing address on the envelope.
4. Salutation – to the recipient.
5. Paragraph 1 – identify yourself as a constituent. Use references to personal employment, memberships, etc. to show connection to community and reason for interest in the issue.

6. Paragraph 2 – identify the issue, including bill number, if available. Detail how this issue directly affects you and the people you know.
7. Paragraph 3 – ask for a response.
8. Closing – normally “Sincerely” or “Thank you”.
9. Signature – of the sender.
10. Signature Block – printed name of the sender, optional phone number and optional e-mail address.

**Special Cases:**

1. If referencing a personal nickname, make sure it is appropriate for a letter to an official.
2. Use appropriate English throughout.
3. Be brief, one page letters are best.
4. Limit your letter to one issue or bill number.
5. This basic format may also be used for e-mail. Use the preferred e-mail submission system of the recipient, if applicable.

**Handling:**

1. Maintain a copy for your own records.