*Date*

The Honorable (*First name) (Last name*)

*Address*

RE: (State the facility name, TCEQ permit number, and subject if you are writing to ask them to request a public meeting, or the the name and number of a particular legislative bill)

Dear *(Council Member/Representative/Senator//Congressman/Congresswoman) (Last name)*:

My name is *(your first and last name*) and I am a (*family member /service provider/advocate/community member*) who resides in your district.

(State what facility or legislative bill you oppose or support. Choose up to three of the strongest points that support your position and state them clearly.)

(Include a personal story. Tell your representative why the issue is important to you and how it affects you, your family members and/or your community.)

(Tell your elected official how you want her or him to act on this issue, e.g. request a public meeting from the TCEQ, and ask for a response.)

Sincerely,

*Sign Your Name*

*Street address*