

Sample Letter Format
(Write letter on your personal letterhead)

Date

Representatives Title and Name
Address Line 1
Address Line 2
City, State Zip Code

Dear (Representative Title and Name),

Paragraph 1

I am writing to urge you to support of the Capper Volstead Act that is being challenge this year by the Department of Justice. (Explain the expected consequence of the proposed legislation change and impact to your cooperative.)

Paragraph 2

Briefly state why you support the Capper Volstead Act and why it is important to the sustainability of your cooperative. Use facts, observations and statistics to strengthen your argument. Follow with personal experience or an example.

Paragraph 3

I urge you to act now and work to uphold the Capper Volstead Act, on behalf of cooperatives in my state and across America. I would appreciate your response on this legislation. Thank you for your time.

Sincerely,

(Your personal signature)

Your Name

cc: Rod Kelsay
Executive Director
Mid America Cooperative Council
6302 Rucker Road, Suite H
Indianapolis, IN 46220