

## PROFESSIONAL LETTER TEMPLATE

Return Address  
(Yours)

Date

Elected Official's  
Address (use the official  
title and any honorific  
appropriate)

Greeting

RE: your issue

Introduction

Why are you writing?  
State your issue and  
three main points.

Thank your elected  
official for their time.

Closing  
(Leave four spaces to  
sign your letter above  
your typed name.)

Your name

CC: carbon copy  
This lets the recipient  
know that someone else  
is getting a copy of the  
letter.

Your Name  
Your Address  
Your Phone Number **optional**  
Your Email **optional**

Date

Recipient Name  
Recipient Title  
Recipient Office  
Recipient Office Address

Dear [Title + Last Name]:

RE: State Bill ##### regarding [state the issue]

My name is [your name], and I reside in your district. I attend  
[high school name] in [town].

I am writing you to ask that you [state your request or action  
you want the elected official to take. If you are writing about a  
specific bill or legislation, include the bill number—for  
example, HB 1075\* or SB 2734\*].

Thank you for your time and consideration of my request.

Sincerely,

Your Name

cc: Tory Tedder-Loffland  
Oklahoma Electric Cooperative  
242 24<sup>th</sup> Ave NW  
Norman OK 73069

*The Honorable* is a courtesy title used for federal, state, and local officials elected in a general election. This includes the president, mayor, senators, representatives, and judges. This does not typically include city council members.

Recipient & Title:  
The Honorable Kevin Stitt,  
Governor of Oklahoma

Greeting:  
Dear Governor Stitt

\*these bill numbers are made up and may not represent actual legislation